



Permit Technician

Definition

The Permit Technician assists architects, engineers, contractors and homeowners by providing routine and technical information related to the issuance of permits; provides technical information regarding routine building code requirements and ordinances; assists the public in completing applications and other required forms. This is a full-time position in the Community Development Department's Building Division, assigned to provide the public information related to building permit applications and inspection services.

Class Characteristics

It is distinguished from the Building Inspector classification by the absence of field inspection duties for building code enforcement which requires a broader and higher degree of knowledge in building code regulations, and the absence of plan checks of residential or commercial buildings for structural compliance to code, ordinances and accepted engineering practices. Receives general supervision from the Chief Building Official and may receive technical and functional supervision from the Senior Building Inspector.

Supervision Received and Exercised

No supervision is exercised in this position.

Typical Job Functions

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Provide information at the counter, by telephone and through correspondence in response to relatively routine questions regarding building ordinances and codes, building permit application process and procedures.

Assist the public in completing applications and other necessary forms.

Review applications; accept construction plans and plan documents for permit processing, and calculate fees for plan check, building, plumbing, mechanical, electrical, and other types of building permits.

Issue permits which require inter-departmental review or the services of Building Inspectors.

Review, approve and issue less complicated non-structural plan checks over the counter.

Administer a field inspection scheduling system.

Direct the public to various City departments for information necessary to apply for permits.

Accept construction plans for appropriate departmental personnel to check; verify workers' compensation, valid contractor license, and valid business license information has been filed with the City.

Sort and route permit application packages; prepare and catalog files for microfilming and/or records management system processing; write routine reports.

Help maintain a variety of building and planning-related records.

Utilize information systems as required in the processing, filing and managing records associated with applications, permits, and other systems as required; calculate and collect permit fees.

Process refund requests; log and process complaints; and perform related duties as required.

Qualifications

Knowledge of:

Modern office practices and procedures.

Familiarity with building plans, codes, ordinances and related terminology.

Architectural drawing convention and what comprises a complete set of building plans.

Processes and procedures associated with construction permits.

Computer software applications including word-processing and spreadsheets; and records management practices.

Ability to:

Learn quickly and apply departmental policies and procedures affecting the acceptance and review of permit applications and commonly used building codes and ordinances.

Understand the relationship between City zoning ordinances and building code requirements.

Follow verbal and written instructions.

Communicate effectively in both verbal and written form.

Establish effective working relationships with customers and department and City staff.

Keep accurate records.

Read construction blueprints.

Perform accurate arithmetic calculations and use a standard calculator with speed and accuracy.

Operate and use a variety of modern office equipment, and computer software programs including Microsoft Office Suite.

Learn, retain, interpret and communicate technical and complex information, terminology, policies and procedures.

Work with various cultural and ethnic groups in a tactful and effective manner; maintain composure under difficult circumstances; provide support and leadership to city department staff.

Manage project demands, priorities, costs, and time lines to meet service requirements.

On a continuous basis, sit at a desk for long periods of time.

Intermittently twist and reach office equipment.

Stand, bend, squat, kneel or twist while using/clearing copy equipment or retrieving/returning files.

Lift or carry weight of 25 pounds or less; and communicate views and concerns of the public, city employees, and representatives of other agencies to the Chief Building Official and Assistant City Manager.

Education and Experience

High school diploma or equivalent is required. An Associate degree or completion of technical courses in building codes or inspection principles or techniques is desirable. Three (3) years of office/clerical experience involving frequent public contact is required. Experience working in a building, planning or engineering department and explaining procedures and regulations is highly desirable.

Licenses and Certifications

Possession of, or ability to obtain, a California driver's license. ICBO Permit Technician Certification is highly desirable. ICBO Permit Technician Certification is required within the first full year of employment with the City in this position.

FLSA: Non-exempt
Est. 8/2012
Rev. 11/2015