



PERMIT TECHNICIAN

Bargaining Group: PACE

Pay Range: 75

Established Date: July 2021

DEFINITION

Under general supervision performs a variety of responsible technical and office support work in the Building division including reviewing permit applications relating to building, construction, encroachment and occupancy; checks plans for completeness and performs basic review for building permits; tracks plans and applications through the permitting process; calculates permit fees and issues over the counter permits; performs a variety of office support activities, which may include telephone and counter reception, provision of factual information to visitors, receipt of payments, word processing, data entry and record keeping, report preparation and filing; performs related work as assigned.

EQUIPMENT, METHODS & GUIDELINES

Uses Federal, State and local codes, policies, procedures and practices. Requires frequent use of personal computer, including word processing, database and spreadsheet programs, telephone, copy and fax machines, and all tools and equipment necessary to successfully perform the essential and important duties of the position.

WORKING CONDITIONS

Predominantly inside work. Conditions may also involve some fieldwork, including site review. May also include occasional irregular hours.

PHYSICAL DEMANDS

The work emphasizes speech, hearing and vision (including that color vision necessary to accurately interpret visual displays).

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Chief Building Official. Exercises no direct supervision over staff.

EXAMPLES OF DUTIES

Provide customer service by responding to general public, developer, and agency inquiries by phone and at the counter; provide information regarding building, encroachment and grading permit policies and application procedures; and work cooperatively with property owners, contractors, architects, developers, engineers or their representatives to resolve questions regarding permit issuance and permit fees.

Review building and engineering plans and specifications for completeness and conformance to application requirements and regulations; ensure that required permits have been obtained; verify contractor licensing; route plans to appropriate departments for review and sign off; track plans and ensure timely returns; prepare and track plan packets for plan check by outside contract services; and compile plan check comments.

Calculate, collect and record permit application and plan check fees; coordinate fee collection with staff; issue building, grading, encroachment, and over the counter permits for development projects; and coordinate bond releases with finance staff and contractors.

Coordinate with outside agencies to ensure all necessary approvals acquired before issuing permits.

Work closely with Code Enforcement Officer on code compliance issues to ensure community concerns are addressed and building code is adhered to.

Assist in scheduling daily building inspections; monitor building inspection phone line; and coordinate utility releases with building inspectors and utility company.

Maintain department records, file and other reference materials; compile and disseminate data regarding permit activity and fee collections; prepare and edit correspondence, plan check comments and various technical and statistical reports.

Establish positive working relationships with building contractors, developers, engineers, representatives of community organizations, state/local agencies, associations, City management and staff, and the general public.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Building and municipal code sections as related to permit processes and inspection procedures; various construction methods and terminology; real property description and terminology; basic research methods used in the collection, tabulation, analysis and application of building inspection data.

Related departmental policies and procedures.

Modern office practices, procedures, methods and equipment, including computer systems and software, including specialized permit maintenance systems.

English usage, spelling, grammar and punctuation.

Ability to:

Read, interpret and review plans, blue prints and supporting documentation; interpret, apply and explain applicable laws, codes and regulations.

Use initiative and sound judgment within established procedural guidelines.

Organize, coordinate and carry out assigned functions and activities.

Compile and maintain complex and extensive records, analyze and compile technical and statistical information, and prepare detailed reports.

Work independently in the absence of supervision and shift priorities as needed.

Communicate clearly and concisely, both orally and in writing.

Work cooperatively with other divisions, City officials and outside agencies; facilitate cooperation in pressured or confrontational situations.

Represent division and the City as required with diplomacy and tact.

Interpret and apply policies, laws and regulations.

Operate and use modern office equipment, including computer equipment and software.

Maintain confidential data and information.

Utilize a computer and type at a speed necessary for adequate performance of assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and experience would be:

Experience: Three (3) years of office support experience including public contact and at least one year working in a building department.

Education: Associates degree in public administration, architecture, or other closely related field.

OTHER REQUIREMENTS:

California Driver's License and a satisfactory driving record.

FLSA STATUS:

Non-exempt.