



BUILDING PERMIT TECHNICIAN

Definition:

Under general supervision, receives, logs, and distributes building plans for plan checking; checks and reviews permit applications and supporting documents for proper form, sufficiency of information, and conformance with legal standards; issues permits as authorized. This position also is responsible for performing a wide variety of clerical support duties for the Community Development Department.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Receive and review building applications from customers; assess scope of project and relevant permit requirements; educate customers regarding necessary permits and general code compliance of proposed projects.
2. Verify that projects have obtained all necessary approvals; verify professional and contractor licensing.
3. Calculate and verify valuations and fees; accept payments; issue permits as authorized.
4. Maintain records and prepare reports as required.
5. Assist in completing permit applications by explaining building permit requirements; assist and advise the general public in matters relating to building requirements and status of submitted projects.
6. Track plan check applications from submission until approval; route plan checks to appropriate personnel.
7. Calculate fees for commercial, industrial, and other locations.
8. Log inspection requests and prepare field files for daily inspection for building inspections.
9. Prepare Certificate of Occupancy as required.
10. Assist building inspector in coordinating inspection requests; perform clerical duties for Building Inspectors.
11. Is responsible for Building Division record keeping.
12. Assists with verifying payments, responding to moderately complex inquiries, providing routing or procedural information, fielding calls, and directing work orders.
13. Schedules appointments, acts as Department Receptionist, receives telephone calls and complaints, and provides assistance to the public and other agencies.

14. Prepares a variety of moderately complex documents in draft and final form using a personal computer and word processing software.
15. Prepares a variety of moderately complex letters and reports.
16. Participates in the development and maintenance of moderately complex spread sheet programs.
17. Operates a variety of office equipment.
18. Provides complex clerical assistance to supported staff.
19. Assists in moderately complex research data collection and report preparation.
20. Screens calls and provides a variety of assistance to the public and other agencies.
21. Performs some moderately complex Account Clerk work such as maintaining accounts and assisting with budgets.
22. Assists with agenda preparation and meeting minutes for commissions and committees assigned to the Community Development Department.
23. Attends periodic evening meetings and weekend events.
24. Performs other related duties as required.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Operations, services, and activities of a building services program.
- Organization, procedures, and operating details of a building division.
- Basic knowledge of building codes
- Professional writing techniques.
- Record keeping principles and procedures.
- Relevant mathematical principles and functions.
- Computers and office software applications.
- Functions, policies, and procedures of relevant departments and/or operations.
- English usage, spelling, grammar, and punctuation.

Skill and Ability to:

- Deal with the public in person or on the telephone.
- Code, post, and monitor accounts payable.
- Understand and follow verbal and written direction.
- Plan, organize, prioritizes, and perform duties as assigned with minimal supervision.
- Understand the organization and operation of the City and of outside agencies as necessary to assume the assigned responsibilities.
- Read and identify geographical specifications.
- Use architectural and engineering scales to determine dimensions and calculate areas and percentages.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Type or enter data at a speed necessary for successful job performance.
- Work independently in the absence of supervision.

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Operate standard office equipment, a personal computer, and relevant software in a Mac environment.
- Interpret and apply department policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Research and compile information.
- Maintain records.
- Establish and maintain effective working relationships with the public and all levels of staff and management.
- Successfully adapt in a high-volume, fast-paced working atmosphere with multiple activities

Training and Experience:

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be graduation from high school or equivalent, and three years clerical experience preferably in the building or construction industry. Municipal experience preferred.

Licenses and Certificates:

Possession of a valid California driver's license is required by the date of hire.

Physical Requirements and Working Conditions:

- Requires vision (which may be corrected) to read small print.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Performs lifting, pushing, and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Subject to inside environmental conditions.
- May be required to work at a computer for prolonged periods.
- May be required to use personal vehicle in the course of employment.
- May be required to work evenings and on weekends.