



## Building and Safety Intern

Department/Division:	Community Development/Building and Safety
Reports To:	Building Manager or assigned professional position
Provides Direction To:	Not applicable
Date Prepared:	August 24, 2022

### GENERAL PURPOSE

Under general supervision, performs entry level building and safety work and administrative assignments in support of the daily operations of the Building and Safety Division and staff, and performs other related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

The Building and Safety Intern is a part-time hourly/non-exempt position that under supervision, will perform a variety of tasks and administrative duties in support of the daily operations of the Building and Safety Division to provide on-the-job training to current students or recent graduates pursuing a career within Building and Safety.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Provides assistance to customers at the public counter, over the phone and via email with information regarding development fees, submittal requirements and status of plan checks.
2. Receives inspection requests over the phone and in person, provides inspection time frames and assists in maintaining the inspection schedule.
3. Assists Building Staff with general office tasks such as photocopying, filing, and organizing of permits and project files.
4. Assists the Permit Technician in the development of related public informational brochures and media and assists customers in finding information applicable to their projects.

5. Assists the Permit Technician with the processing of plan checks and permits and associated construction drawings.
6. Researches historical Building documents from microfilm, digital files and hard copy files and reproduce copies as needed for staff and public.
7. Prepares documents for digitizing for permanent retention.
8. Researches legislation regarding building codes and analyzes the effects related to the Building and Safety Division.
9. Utilizes office software for various technical projects, research and studies.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

General office procedures, filing systems, principles and practices of organization and communication; basic understanding of principles, practices and objectives of municipal government and the administration and enforcement of building codes; proficiency with Microsoft Office applications, and GIS mapping programs.

### **Ability to:**

Establish and maintain effective working relationships with City Staff, residents, contractors and those contacted in the course of work, communicate clearly and effectively, both orally and in writing, utilize word processing, spreadsheet, records management, and office support software; operate standard office equipment and computer software; work independently or in a team environment and follow through with assigned tasks.

### **Education/Training/Experience:**

Any combination equivalent to experience and education that could likely provide the desired knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

**Education:** Graduation from high school or equivalent. Current enrollment in or recent graduation from a certified program related to Building and Safety or demonstrated interest in pursuing a career in Building and Safety or Community Development.

### **Experience:**

This is an entry-level intern position. No previous public sector experience is required; however, a background in building or construction methods and computer experience is highly desirable.

## **Licenses; Certificates; Special Requirements:**

A current Class C California State driver's license issued from the California Department of Motor Vehicles is required.

## **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands**

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to sit, talk or hear and to occasionally stand and walk and typically lift and carry records and documents typically weighing less than 20 pounds. When performing work at jobsites, the employee may be required to lift and carry equipment up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception, color vision, and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with City staff, other organizations and the public, and occasionally deal with dissatisfied or quarrelsome individuals.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level is typically quiet and the employee predominately works in a controlled office setting. Employees may occasionally be required to work in outside conditions exposed to the elements, potentially uneven terrain, and loud machinery at construction sites.