



Building Permit Technician I

Department/Division:	Community Development/Building and Safety
Reports To:	Building and Safety Manager
Revised:	September 8, 2022

GENERAL PURPOSE

Under general supervision, performs technical and clerical functions related to the review, processing, and maintenance of building permits and related records; calculates fees, prepares monthly and annual revenue reports, and tracks status of plan checks and inspections; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Building Permit Technician I is the entry technical level position in which incumbents are expected to complete assigned plan checks and administrative duties. The work tends to be focused on residential and construction plan check types. This classification is differentiated from the Building Permit Technician II which handles more specialized types of permits and administrative records and may provide work direction related to daily cases.

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 quality customer service to the public regarding building and plan check submittal and review process, permitting steps, and code enforcement practices.
2. Performs overview of plans for compliance with established submittal standards, and assists others involved in related community development activities.
3. Processes building permit applications using the City's permit tracking software application and directs parties to appropriate parties and other agencies given questions.
4. Computes construction valuations based on industry standards; and verifies City, State, and Federal regulations pertaining to the issuance of permits to licensed contractors and home owners for building and construction projects.
5. Schedules inspections using tracking software and coordinates review and approval process with City departments and consultants; maintains department calendar.

6. Maintains permit applications and plans for plan checks, and archive records; tracks status of plan check and notifies applicants when permits are ready.
7. Prepares and processes legal notices, Certificates of Occupancy, and newly assigned addresses following City and County standards.
8. Assists in gathering, researching and assembling a variety of information and monthly data for the preparation of reports to outside agencies and performs studies on industry standards as needed.
9. Creates and modifies department forms and handouts; and composes a variety of documents including letters, reports and memos.
10. Processes and distributes incoming mail and distributes outbound mail.
11. Orders office supplies.

QUALIFICATIONS GUIDELINES

Knowledge of:

Plan checking and permit approval processes and procedures; general construction practices, methods, and terminology; basic principles of building related codes and ordinances enforceable by the City, including the California Building, Electrical, Plumbing, and Mechanical Codes as well as federal, state, and local laws and regulations; record keeping principles and practices; modern office procedures and methods; permit processing and fee structures; data processing systems/applications.

Ability to:

Interpret and explain building policies and procedures; read and interpret building plans, specifications, and building codes; classify, enter, compute, tabulate, and categorize data; apply policies, procedures, and standards to specific situations; understand and carry out verbal and written directions; work effectively and independently in the absence of supervision; quickly and accurately calculate fees and valuations; operate a computer and use a variety of word processing, spreadsheet, and permit applications software; communicate clearly and concisely, both verbally and in writing; deal tactfully and courteously with internal and external customers; maintain related files and records; establish and maintain effective working relationships with staff, property owners, developers, contractors and others.

Education/Training/Experience:

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

Education: Equivalent to attainment of high school graduation.

Experience: One or more years of technical and clerical recordkeeping work, including basic accounting transactions is required.

Licenses and Certificates:

Possession of, or ability to obtain Permit Technician Certificate issued by the International Code Council (I.C.C.) within one year of the date of appointment.

Valid Class C California driver's license, acceptable driving record, and proof of insurance in compliance with the City's Vehicle Insurance Policy standards.

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, controls and standard office equipment; and reach with hands and arms. The employee occasionally lifts and carries plans, permits, and other documents typically weighing less than 20 pounds. The employee is occasionally required to stoop, kneel, and crouch. The employee is frequently required to sit, stand, walk, and talk or hear. Specific vision abilities required by this job include close vision, 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; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; 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 employee works under office conditions involving a public counter and high telephone volume. The noise level is moderately quiet at below 80 decibels.