

**COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING, LIFE AND ENVIRONMENTAL SAFETY DIVISION
PERMIT TECHNICIAN**

GENERAL DUTIES: Under the general supervision of the Building Plan Check Engineer, provide basic plan check review, permit issuance and related duties; provide information to the public; perform related work such as assistance with plans/permit applications, computation of fees, routing plans; issue permits and perform a variety of clerical and technical tasks in support of assigned duties.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given, and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoid unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Provide information regarding Building, Fire, Chemical Control, permit requirements, code compliance and related processes to developers, contractors, property owners and the general public. Provide assistance at the public counter or over the telephone.
2. Route plans; monitor progress of plan reviews and respond to questions about plan review progress; prepare standard periodic and special reports as required. Responsible for distribution and/or mailing of plan check review documents and other related correspondence.
3. Receive plans and other construction documents for review; ensure that applications and

sets of plans are complete and contain the required information for submittal. Responsible for organizing and maintaining the City's plan check filing system.

4. Calculate and assess fees for plan review, inspection and any other related projects.
5. Issue basic permits after initial review and approval by plan checking staff or when covered by procedures and guidelines such as roofing, water heaters and minor single-family home alteration permits.
6. Input data into permit tracking system, maintain records, and generate reports; research files for prior actions, decisions and development activities and other information related to the property under review.
7. Attend meetings, participate in training sessions, provide input into departmental procedural and processing issues; recommend policy and procedural improvements related to counter activities or areas of responsibility.
8. Perform a variety of technical and standard office support work for the function; enter information into the data management system; obtain reproductions of microfiche or blue-line copies; assist with answering telephones for the division; schedule inspection requests; and prepare a variety of periodic and special reports regarding the work of the Department.
9. May perform basic plan checks on minor alterations for residential projects when covered by procedures and guidelines such as bathroom remodels.
10. Provide individual assistance to customers with correction citations and other notifications to ensure compliance with City codes and standards. Clarify procedural information pertaining to the permit process to ensure interpretation of City codes.
11. As directed, organize, schedule and coordinate Pre-Construction meetings between Department staff, contractors, and owners.
12. Perform related duties as assigned.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Customer service techniques.
2. Establish and maintain effective working relationships.
3. Use of Microsoft Word and Excel software.
4. Architectural blueprint reading
5. Conflict resolution skills.

KNOWLEDGE: Knowledge of:

1. Current office procedures, methods, computer equipment and software.
2. Record keeping principles and practices.
3. Correct business English usage, spelling, grammar and punctuation.
4. Basic familiarity with Planning, Building, and Fire principles and practices.
5. Policies and procedures related to the development review, plan checking and building permitting processes.
6. Business arithmetic.

ABILITIES: Ability to:

1. Read and understand development plans and specifications, review of minor residential alterations for code compliance.
2. Make accurate arithmetic calculations; calculate square footage and fees
3. Read, interpret, explain and apply City laws, codes, policies and procedures.
4. Maintain accurate records and gather data and prepare routine reports.
5. Communicate effectively with others; understand and explain oral and written instructions.
6. Work without close supervision in standard working situations, using initiative and independent judgment within established guidelines.
7. Analyze and resolve specific plan review and permit questions and issues.
8. Establish and maintain effective working relationships with supervisors, co-workers, other departments, outside agencies, and the general public.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Laserjet or ink jet printer
3. Telephone and cellphone
4. Copier
5. Calculator
6. 10-key adding machine
7. Facsimile machine
8. Optical character reader

9. Typewriter
10. Lettering machine
11. Microfiche reader
12. Binding machine
13. Computer scanner
14. Three-hole punch
15. Two-way radio
16. Polaroid or digital camera
17. Paper shredder or cutter
18. Plans, maps and blueprints
19. Presentation equipment, microphones, easels, overhead projectors, VCR, television, etc.
20. Plan-copying machine
21. Specialized computer software
22. Automobile or van

PHYSICAL DEMANDS:

Under typical office or field conditions, employee will perform the following physical activities which include handling files, books, binders, plans, planning equipment, and boxes of work-related material:

1. Sitting, for prolonged periods of time attending meetings or working at the computer.
2. Walking, during site visits, inspections and enforcement activities in and out of the office.
3. Standing, at the front counter, during Council meetings or other public presentations.
4. Kneeling
5. Bending/stooping
6. Twisting
7. Reaching
8. Carrying
9. Pushing/pulling
10. Lifting up to 30 lbs.
11. Driving
12. Speed, in meeting deadlines and in using office equipment.

SENSORY DEMANDS:

Under typical office or field conditions, employee utilizes these senses while using a computer, typewriter, telephone, fax machine, copier, adding machine, paper shredder, paper cutter, camera, microphone, overhead projector, easel, VCR, television, plan copying machine, automobile, etc.:

1. Seeing
2. Speaking/Hearing
3. Touching
4. Smelling

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, over 90% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, etc.
3. Noise Level: Conducive to office settings with phones, copiers, faxes, typewriters, etc.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal, indoor levels associated with dust and odors from paper, blueprints, ink pens, plan copier, copy machines, cartography or other office-related equipment.

Field Conditions:

1. Outdoors: Typical field conditions during site visits, inspections and enforcement activities, less than 5% of the time.
2. Travel: Under varying conditions via automobile or plane, less than 5% of the time.
3. Flooring: Carpeting, tile, linoleum, asphalt, grass, dirt, mud, rock, wood, and uneven surfaces, etc.
4. Noise Level: Varying low to high equipment noise may occur during site visits or inspections.
5. Lighting: Normal outdoor conditions, with exposure to extreme weather conditions.
6. Ventilation: Heating and air conditioning provide by vehicle or plane.
7. Dust or Fumes: Normal to high outdoor levels associated with construction and inspection activities, in addition to pollen, dust, vehicle exhaust, etc.

HAZARDS:

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, typewriter, printer, copier, adding machine, fax machine, radio, paper shredder, or paper cutter. When traveling in the field, there is some exposure to mechanical hazards while utilizing vehicle.

ATMOSPHERIC CONDITIONS:

Minimal exposure to fumes occurs in the field as well as a normal office environment. Typical office exposure may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, blueprints, plans or other office supplies and equipment.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. High school diploma or equivalent.
2. Two (2) years of general office support experience. Experience in a municipal building department, construction company or architectural firm is preferred.
3. Possession of an Associate's degree in building construction technology or a related field is highly desirable, and such education may be substituted for related experience on a year-by-year basis.

4. Basic knowledge of a permit tracking system.
5. Willingness to continue education and training by learning new skills as changes occur. Expand skills by taking additional courses, seminars, workshops and individual study.
6. Experience in a Planning, Building or Public Works Department, contracting, designing firm or in a related field is highly desirable.
7. Pass a post-offer medical examination, which includes a drug test.
8. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle (s).
9. Pass a Department of Justice criminal record check for employment.
10. Prefer non-tobacco user.

G:\ADSRV\HR\RECRUIT\JOB-DESC\COMM-DEV\Permit Tech October 2001.doc