

PERMIT TECHNICIAN

DEFINITION

Under general direction, performs a wide variety of tasks in the Planning and Building Services Department including but not limited to issuing construction permits, calculating permit and plan check fees; evaluate and verify all required approvals; receive, log, route, track and maintain accurate computer records on various permits being processed; receive requests for Inspectors; answer telephones and assist callers with application, permit and technical questions and concerns; research, review and copy various documentation as required; provide clerical assistance; and perform other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This position is the initial public contact that performs a variety of technical and clerical duties required to operate the permit counter including responding to inquiries related to building regulations, providing preliminary review of plans, reviewing applications, determining required authorizations, issuing permits and collecting fees; and maintaining accurate computer records. Incumbents will routinely answer questions regarding code enforcement and structural requirements for the public, architects, engineers, and contractors; and do related work as required by the Assistant Building Official.

REPORTS TO

Assistant Building Official, Lead Permit Technician or higher level positions as designated.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

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EXAMPLES OF DUTIES

- Provides primary administrative, operational and staff support for the Building Division service counter.
- Independently performs a wide variety of specialized office management, administrative and fiscal support assignments.
- Perform public information and relations assignments, receives office visitors and telephone calls, and provides comprehensive and technical information about policies, programs, functions and procedures.
- Assists the public with application and permit procedures.
- Performs preliminary review of materials and plans upon submittal to calculate, evaluate, determine and verify applicable requirements.
- Prepares and submits activity reports and reports required by other government agencies.
- Establishes updates and maintains information retrieval systems.
- Gathers, organizes, and summarizes a variety of data and information.
- Performs special projects and prepares reports.
- Prepares correspondence, informational material and documents.
- Maintains active permit files and issues permits.
- Operates computers, maintains and updates computer files and databases.
- Generates computer reports.
- Performs word processing.
- Operates office equipment.
- May have work coordination and worker responsibilities for other staff.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; contact with staff and the public.

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DESIRABLE QUALIFICATIONS

Knowledge of:

- California Building Codes, local ordinances, County policies, rules, and regulations.
- Public and community relations.
- Office management and procedures.
- Establishment and maintenance of filing and information retrieval systems.
- Personal computers and software applications related to administrative support work.
- Correct English usage, spelling, grammar, and punctuation.
- Elementary algebra.
- General principles of construction.
- Blue print reading
- Principles of work coordination.

Ability to:

- Perform a wide variety of complex administrative support work.
- Issue permits for various types of construction projects.
- Receive, review and evaluate construction documents to determine general completeness and conformance to a broad range of submittal requirements.
- Respond to general and technical building and development questions.
- Read and interpret plans and specifications and communicate effectively.
- Interpret, explain, and apply a variety of County and Department policies, rules, and regulations.
- Work with considerable initiative and independence while exercising good judgment in recognizing scope of authority.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Prepare promotional and informational materials.
- Use a personal computer and appropriate software for word-processing, record keeping, and administrative functions.
- Effectively represent the County in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other agencies.
- Establish and maintain cooperative working relationships.

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Training and Experience:

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

1. At least three (3) years of responsible office support work in a local government, performing a variety of clerical and administrative or technical duties. **OR**;
2. I.C.C. certification as “Permit Technician”. **OR**;
3. Ability to obtain “Permit Technician” Certificate within one year of accepting this position.

Special Requirements:

Possession of a valid driver's license at time of application and possession of a valid California Drivers License by time of appointment. The valid California Drivers License must be maintained throughout employment.

In addition, Certification as a Permit Technician, by ICC or its equivalent, and must be maintained throughout employment.