

SENIOR 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 is the advanced working, lead worker level position in the Permit Technician series. Incumbents are required to provide 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. Incumbents will also assign, schedule, and maintain efficient Permit Operations and turnaround times and also provide training, lead direction, quality control and work coordination for other staff.

REPORTS TO

Assistant Building Official or higher level positions as designated.

CLASSIFICATIONS DIRECTLY SUPERVISED

Permit Technicians.

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EXAMPLES OF DUTIES

- Assigns, schedules, and has directed responsibility for maintaining efficient Permit Operations.
- ; pProvides lead 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.
- ; pPerform public information and relations assignments, receives office visitors and telephone calls, provides comprehensive and technical information about policies, programs, functions and procedures.
- ; aAssists the public with application and permit procedures.
- ; pPerforms preliminary review of materials and plans upon submittal to calculate, evaluate, determine and verify applicable requirements.
- ; pPrepares and submits activity reports and reports required by other government agencies.
- ; eEstablishes, updates and maintains information retrieval systems.
- ; gGathers, organizes, and summarizes a variety of data and information.
- ; pPerforms special projects and prepares reports.
- ; pPrepares correspondence, informational material and documents.
- ; mMaintains active permit files and issues permits.
- ; oOperates computers, maintains and updates computer files and databases.
- ; gGenerates computer reports.
- ; pPerforms word processing.
- ; oOperates office equipment.
- ; mMay 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.
- Assign, schedule, and maintain efficient Permit Operations and turnaround times.
- 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.
- Provide training, lead direction, quality control and work coordination for other counter staff.
- Establish and maintain efficient office procedures.

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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 five (5) years of responsible office support work in a local government, performing a variety of clerical and administrative or technical duties. **And;**
2. I.C.C. certification as "Permit Technician" or equivalent.
3. Or the equivalent of the above.

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.