

FLSA STATUS: NON-EXEMPT

PERMIT TECHNICIAN

DEFINITION

Under general direction, provides technical and general information and customer service duties related to building permits and development or planning applications, serves the public at the front counter, calculates permit fees, and; performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Permit Technician is distinguished from the Administrative Clerk series in that the latter handles more administrative-type support duties for about half or more than half of the time whereas the Permit Technician handles the more technical permits processing duties for the preponderance of the time.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the Division Manager, or designee. No supervision is exercised in this position.

ESSENTIAL AND IMPORTANT DUTIES (Illustrative Only)

- Efficiently process permit applications ; ensure all necessary approvals are obtained prior to permit issuance.
- Perform elementary plan checking duties at the public counter, reviewing for completeness and for conformance to building and other appropriate policies and procedures as assigned.
- Courteously and accurately respond to inquiries and confer with builders, engineers, contractors, architects, and the public concerning submittal requirements, building codes and permit regulations at the counter and over the phone.
- Assemble, route and monitor plans and associated information through various City departments and agencies for the plan review process and permit issuance.
- Accurately enter appropriate information into logs and records of permits issued. Maintain and compile record files, forms and reports concerning building inspection and plan review activities.
- Perform general clerical tasks and use the computer to enter data using spreadsheets and maintain information.
- Calculate various valuations, plan check fees and permit fees.
- Sort and file documents and records, maintaining alphabetical, index and cross reference files; Maintain complex office records related to building inspection and code enforcement.
- Research and assemble information from a variety of sources for the completion of forms or the preparation of reports; Make arithmetic or statistical calculations.
- Organize and maintain various departmental files. Type correspondence, reports, forms, and specialized documents from drafts, notes, or brief instructions. Proofread and check typed

and other materials for accuracy, completeness, and compliance with departmental policies and regulations.

- Act as receptionist, receive and screen visitors and telephone calls and direct the caller to the proper person or personally handle the call.
- Operate standard office equipment.
- Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Modern office practices and procedures; be familiar with review of building plans, codes, ordinances and related terminology; architectural drawing convention and what comprises a complete set of plans; processes and procedures associated with construction permits; records management practices.

Skill in:

Performing accurate arithmetic calculations; operate computer and calculator with speed and accuracy.

Ability to:

Learn quickly and apply departmental policies and procedures affecting the acceptance and review of permit applications and commonly used codes and ordinances; understand the relationship between City zoning ordinances and building code requirements; follow verbal and written instructions; communicate effectively in both verbal and written form; establish effective working relationships with customers and City staff; keep accurate records.

EXPERIENCE AND EDUCATION

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

Experience: High school diploma or equivalent is required. An associate degree or completion of technical courses in building codes or inspection principles or techniques is desirable. ICC Permit Technician Certification is highly desirable.

Education: Two (2) years experience working in a building or planning department, with six (6) months to one (1) year of experience in computerized permit applications processing.

Licenses: Possession of a valid California Driver's License.

Certificates: ICC Permit Technician Certification is required within the first full year of employment with the City in this position

SPECIAL REQUIREMENTS

Position may require prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination when using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data, and using a computer, and hearing and speech to communicate in person and over the telephone. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required. Ability to travel to various locations within and outside the City of San Carlos to meet program needs and fulfill the job responsibilities. Ability to assist with the set-up of event sites. Must be able to conduct City business during day and evening hours, including occasional weekend and irregular hours.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.