

BUILDING PERMIT TECHNICIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general supervision, receives, logs, and distributes building plans for plan checking; checks and reviews permit applications and supporting documents for proper form, sufficiency of information, and conformance with legal standards; issues permits as authorized.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Receive and review building applications from customers; assess scope of project and relevant permit requirements; educate customers regarding necessary permits and general code compliance of proposed projects.
2. Verify that projects have obtained all necessary approvals; verify professional and contractor licensing.
3. Calculate and verify valuations and fees; accept payments; issue permits as authorized.
4. Maintain records and prepare reports as required.
5. Assist in completing permit applications by explaining building permit requirements; assist and advise the general public in matters relating to building requirements and status of submitted projects.
6. Track plan check applications from submission until approval; route plan checks to appropriate personnel.
7. Calculate Public Facility Fees for commercial, industrial, and other locations.
8. Coordinate Public Facility Fee deferral agreements; prepare liens and track to ensure payment at close of escrow; process lien releases and submit checks to finance personnel.
9. Log inspection requests and prepare field files for daily inspection for building inspections.
10. Prepare Certificate of Occupancy as required.
11. Assist building inspectors in coordinating inspection requests; perform clerical duties for building inspectors.
12. Perform related duties as required.

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QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a building services program.
Organization, procedures, and operating details of the division.
Basic knowledge of building codes.
City government organization, functions, policies, rules, and regulations.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Basic accounting skills.
Principles and procedures of record keeping and filing.

Ability to:

Understand the organization and operation of the City and of outside agencies as necessary to assume the assigned responsibilities.
Read and identify geographical specifications.
Use architectural and engineering scales to determine dimensions and calculate areas and percentages.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Type or enter data at a speed necessary for successful job performance.
Understand and follow oral and written instructions.
Work independently in the absence of supervision.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Two years of clerical experience involving extensive public contact, preferably in the building or construction industry.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting, with frequent interaction with the general public.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer

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keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Bargaining Group: Miscellaneous
FLSA Status: Non-Exempt

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Johnson & Associates

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Building Permit Technician position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

*Management has the right to add or change these duties of the position at any time.