

Class Code:  
Approved by City Council:

City Hall Unit  
Non-Exempt

## **BUILDING PERMIT TECHNICIAN**

**DEFINITION:** Under general supervision, assists the public at the Building and Safety Service Counter with processing of permit and plan check application, issuance of permits, and updating and using the automated permit processing system.

**EXAMPLES OF DUTIES:** Under general direction, assist in the processing of plan and permit applications for building activities; provides information to the public relating to building permits and other Building and Safety Division procedures, policies and functions.

**ESSENTIAL FUNCTIONS:** The employees must have the ability to:

- Process forms, applications and plans necessary for the issuance of development and construction permits.
- Review plans and specifications for compliance with applicable codes and standards for minor building projects such as fences, patio covers and other defined activities and issues permits for same.
- Input building permit data into automated permit processing system and retrieve related statistical reports from the system.
- Perform minor plan checks.
- Assist the public with code interpretation and provide related documentation and required forms.
- Interpret and apply pertinent Federal, State and local laws, codes and regulations.
- Apply City codes and policies regarding zoning, environmental matters and other regulations.
- Read and interpret complex building plans, specifications and building codes.
- Advise on standard construction methods and requirements for residential, commercial and industrial building.
- Make arithmetical computations rapidly and accurately.
- Convey necessary regulations with firmness and tact.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contact the course of work.
- Employee must perform any other tasks or functions deemed necessary to the daily operations of the employer.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision when preparing and reading written reports and other work related documents. Acute hearing is also required when providing phone and counter assistance.

### **EXPERIENCE AND TRAINING GUIDELINES**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. The employee must have knowledge of:

- Major types of building construction, materials and methods.
- Accepted safety standards and methods of building construction for commercial, industrial and residential buildings.
- Building related codes and ordinances enforceable by the City including the Uniform Building Code.
- Basic principles of structural design and engineering mathematics.

**Experience:** A minimum of two (2) years of journey level experience in a variety of building construction work performed in conformance with standard building, electrical and plumbing codes or one (1) year of experience in the issuance of building permits.

**Education:** Equivalent to the completion of the twelfth grade supplemented by college level coursework in engineering, architecture or construction.

**Licenses and/or Certifications:** Possession of ICBO Certification as a Building Inspector, Plans Examiner or other equivalent technical certification, or the ability to obtain the certification within one (1) year of hire date. Possession of a valid CA Driver's License.