

PERMIT TECHNICIAN II

DEFINITION

Occupants of this classification are in the classified service. The positions in this classification may be assigned to the Building Safety, Fire Prevention, Engineering or Planning Divisions. Duties may include providing training, guidance, technical and functional direction to the entry level Permit Technician classification. This classification may also be assigned to special projects and additional administrative responsibilities.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the entry level Permit Technician classification by the performance of more difficult, technical, complex, and/or specialized duties, which require the application of a larger base of technical knowledge and skill, in addition to standard administrative support skills.

SUPERVISION RECEIVED AND EXERCISED

As assigned, this position reports to the Building Official, Fire Marshal, Engineering Services Manager or Planning Manager, or any management designee, and may supervise or oversee the work of administrative staff.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Answers questions relating to building codes, fire, public works, zoning and municipal codes.
2. Provides public assistance on the telephone and at public counter to developers, architects, engineers and property owners by providing information related to building, construction, hazardous materials, fire prevention, parking, surveying, planning, public works and zoning.
3. Issues permits and assists contractors and permit applicants with plan submittals needed for the issuance of permits.
4. Reviews plan check applications and examines plans for compliance with applicable codes.
5. Processes maps, plans, and other documents for accuracy and adherence to established practices and compliance with related regulations and codes.
6. Reviews and processes deposits and invoices along with tracking and correcting fees.
7. Performs arithmetic calculations including percentage calculations for the purpose of calculating fees. Calculates and collects fees in accordance with established fee schedule.
8. Prepares monthly, quarterly and annual reports of division activities.
9. Directs inquiries to appropriate staff regarding requirements pertaining to development and use of property.

10. Receives and processes planning applications and other applications for development projects.
11. Assists professional staff in the preparation of documents, including legal documents.
12. Prepares various maps, charts, graphs, and other aids for presentations.
13. Performs land use field surveys. Tabulates and maps results.
14. Utilizes and updates City automated permit processing system as necessary.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Basic requirements of codes and standards.
- Basic office procedures, filing and record-keeping systems. Basic arithmetic.
- Engineering or building and construction activities and services and inspection procedures.
- State and Federal regulations dealing with the handling, and disposal of hazardous materials and hazardous waste.
- Computerized permit tracking to include creation of forms, spreadsheets, procedures, and electronic-based permitting.

Skill and Ability to:

- Interpret building records and plans and answer building inquiries accurately, with firmness, tact, and courtesy.
- Learn and apply office policies and procedures.
- Work effectively with the public and maintain cooperative working relationships with fellow employees.
- Communicate effectively both verbally and in writing.
- Use computer software such as computer-based chemical database program for Fire Prevention Division.
- Operate various office machines, computers and software programs. Perform basic file maintenance.
 - Maintain accurate and detailed records.
- Do simple mathematical calculations.
- Maintain cooperative work relationships with others; train and monitor work of other staff.

LICENSE AND CERTIFICATES

Possession of a valid California Class C driver's license may be required if assigned to drive.

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: high school graduation or equivalent and two (2) years of experience at the level of Permit Technician performing work in the review of building plans and processing of permit applications utilizing an automated permit tracking system or equivalent experience; preferably in an engineering permit or construction/building code administrative office, or assisting the administration of a hazardous materials disclosure program.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform lifting, pushing and/or pulling which does not exceed 25 pounds and is an infrequent aspect of the job.
- Is subject to office and outside environmental conditions.
- May be required to use personal vehicle in the course of employment.
- May be required to attend periodic evening or weekend meetings and/or to travel within and out of City boundaries to attend meetings.