



## CLASS SPECIFICATION

Class Code: 2114  
Date Est: 06/1979  
Last Rev: 10/2019  
Last Title Chg: 10/2001  
FLSA: non-exempt  
Probation: 6 months

### BUILDING PERMIT TECHNICIAN

#### **DEFINITION**

Under general supervision, performs a variety of moderately difficult technical office duties in support of the Building and Safety Division's inspection and plan checking functions; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

One year of technical assistance and/or customer service experience in a permitting, building, design, construction or related field, to include reading design/construction/building drawings and/or plans.

#### **LICENSE OR CERTIFICATE**

Must obtain International Code Council (ICC) Permit Technician Certification within one year of date of appointment.

A valid driver's license may be required at the time of appointment.

#### **SUPERVISION EXERCISED**

Exercises no supervision.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Assist the public by explaining division policies and applicable ordinances, regulations and building codes related to permit procedures.

Explain permit and application procedures and processes; act as a department contact with the public as well as other divisions and agencies.

Receive plans and specifications from contractors and the public; review for completeness, legibility and inclusion of required forms and technical data.

Perform permit intake for the processing of applications for building and other permits. Determine and collect fees for applications. Issue permits and balance daily cash receipts.

Examine routine applications, plans and specifications for completeness pursuant to applicable building and land use codes and ordinances, explaining submittals and requirements, when appropriate.

Provide general office support by typing documents, answering the telephone, microfilming and maintaining files.

#### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

##### **Knowledge of:**

Department and division policies and procedures.

Computer software specific to the department/division.

Basic knowledge of building, design and construction methods and materials.

Basic knowledge of federal, state and local building, safety, zoning and permit rules and regulations, codes, ordinances and policies.

**Ability to:**

Review submittals and explain intake requirements for building applications, plans and permit requests checking for compliance with codes and ordinances.

Research files and microfilms.

**Entry Level** (*Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.*)

**Knowledge of:**

Basic technical, permitting, building, design and/or construction related concepts and terminology.

Standard office procedures, practices and equipment.

Basic mathematics.

**Ability to:**

Read building and/or construction submittals, plans, specifications, legal descriptions and drawings.

Operate a computer and a variety of commercial software packages, including spreadsheets and documents.

Accurately calculate, collect and reconcile payment transactions.

Knowledge of regulations, codes, ordinances, policies and procedures.

Communicate effectively both orally and in writing, on the phone, in person, and via electronic mail and/or work routing systems.

Maintain effective working relationships with division staff, other departments and outside agencies.

Interact with customers and the general public in a professional, tactful and courteous manner.

**SPECIAL REQUIREMENTS** (*Essential duties require the following physical skills and work environment.*)

Ability to sit for extended periods. Ability to frequently stand and walk. Ability to lift and move objects weighing up to 25 lbs. Corrected hearing and vision to normal range. Verbal communication ability. Ability to use architectural scales/civil scales, cash drawer, and office equipment including computer, copiers, telephone and FAX. Work is performed in an office environment.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*