



CLASS SPECIFICATION

Class Code: 18151
Date Est: 07/2016
Last Rev: 03/2018
Last Title Chg:
FLSA: non-exempt
Probation: 6 months

SENIOR BUILDING PERMIT TECHNICIAN

DEFINITION

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

EXPERIENCE AND TRAINING REQUIREMENTS

Two years of technical experience in building permit application, issuance and review; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

Must obtain International Code Council (ICC) Permit Technician Certification within six months of appointment.

Must complete a minimum of 15 hours of continuing education through ICC every three years.

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

SUPERVISION EXERCISED

Provides lead direction over technical and support staff assigned to the permitting area of the Building Program within the Planning and Building Division.

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

Provide lead direction to Building Permit Technicians and other support staff to include recommending improvements in work methods, techniques and systems to ensure the efficient delivery of services to the public, reviewing work assignments, and coordinating functions within the permitting area.

Identify training needs for staff; develop and implement training programs in coordination with supervisor to promote professional development and enhance staff job performance.

Provide input to the Permit Services Coordinator for employee performance evaluations, development opportunities and employee discipline measures.

Perform the more complex plan submittals and permitting software management; serves as the first point of contact for more challenging plan submittals and inquiries and exerts independent judgement in the absence of higher management.

May perform any of the Examples of Duties found on the Building Permit Technician job class specification.

Provide general office support by typing documents, data entry, generating reports, conducting research, answering the telephone, microfilming, digital permitting software (Accela) and maintaining files.

In the absence of the Permit Services Coordinator, attend required meetings and provide temporary oversight to assigned area and staff.

Ensure that assigned staff performs duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

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.

Building and Planning Division's permitting and application processes and procedures

Federal, state and local building, safety, zoning and permit rules and regulations.

Ability to:

Provide lead direction to permitting staff when reviewing building and construction applications, plans and permit requests, ensuring compliance with codes and ordinances.

Mentor and lead staff in a positive and constructive manner.

Handle more complex permitting and application inquiries from the public.

Make recommendations to improve work methods and optimize efficiency.

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

Knowledge of:

Permitting, building and/or construction related concepts and terminology.

Various inter-departmental and affiliated agencies permit intake and routing requirements, approvals and processes, including familiarity with sequence of reviews needed.

Standard office procedures, practices and equipment.

Basic mathematics, cash accounting and daily reconciling, including knowledge of fees.

Accela permitting software and/or other related software found in the permitting, building and construction industries.

Principles of technical lead direction and training development.

Ability to:

Review building and construction applications, plans and permit requests for compliance with codes and ordinances.

Read and interpret 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.

Interpret and apply regulations, codes, ordinances, policies and procedures.

Ability to troubleshoot monetary and permitting software issues.

Communicate effectively both orally and in writing.

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

Interact effectively 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. Ability to use architectural scales, cash register, radio base unit, 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.