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 support or customer service experience in a permitting, building, construction or related field, to include reading and interpreting construction/building plans and International Code Council (ICC) Codes.

LICENSE OR CERTIFICATE

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

A valid driver's license is 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 interpreting, applying and explaining division policies and applicable ordinances, regulations and building codes.

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.

May participant in general plan review and 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 on projects to insure conformity with applicable building and land use codes and ordinances, explaining plan deficiencies and assisting the customer in correcting plans to meet 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.)

Class Code: 2114
Date Est: 06/1979
Last Rev: 03/2017
Last Title Chg: 10/2001
FLSA: Non-exempt
Probation: 6 months
Knowledge of:
Department and division policies and procedures.
Computer software specific to the department/division.
Building and construction methods and materials.
Basic knowledge of federal, state and local building, safety, zoning and permit rules and regulations.

Ability to:
Review building and construction applications, plans and permit requests 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 permitting, building and/or construction related concepts and terminology.
Standard office procedures, practices and equipment.
Basic mathematics.

Ability to:
Read and interpret building and/or construction 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.
Interpret and apply regulations, codes, ordinances, policies and procedures.
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. Verbal communication ability. 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.