



City of Milpitas

We invite applications for the position of: Building Permit Technician

Annual Salary Range: \$68,227 - \$82,933

Post Date: January 8, 2019

Close Date: Open until filled; first application review date – January 25, 2019

Why Milpitas?

Located at the southern end of San Francisco Bay, Milpitas is a progressive community that is an integral part of Silicon Valley. As a full-service city of 389 full-time employees with water utility, sewer utility, police and fire services, Milpitas serves a diverse population of nearly 80,000. The city has an annual \$191 million operating budget and a \$315 million capital improvements budget.

Milpitas is the eighth-fastest growing city in the United States according to the US Census, and the second-fastest in California. It has the third highest job growth among the 515 qualifying cities rated by Wallet Hub. The homeownership rate is close to 70%, and the Milpitas housing market remains relatively affordable in Santa Clara County. Milpitas is often called the "Crossroads of Silicon Valley" with most of its 14 square miles situated between two major freeways (I-880 and I-680), Route 237, and a County expressway. In June 2018, Livability Magazine ranked Milpitas fifth by out of more than 2,000 American cities for "[Best Cities for STEM Workers](#)."

We encourage you to check us out at: <http://www.ci.milpitas.ca.gov/>

The Opportunity

The City of Milpitas is seeking a Building Permit Technician. This position is responsible for providing technical and clerical support in the processing, plan checking, and record keeping functions related to the issuance of building/construction, planning, and public works permits. This position acts as the initial contact and resource to customers regarding relevant applications and permitting processes, requirements, and fees.

This is a "bridge" classification between the clerical/administrative support job series and the Building Inspector job class. Positions in this class typically have experience in the clerical and technical aspects of this classification and must work under immediate supervision while learning more clerical and technical job tasks assigned to the position as needed. Incumbents in this classification will eventually be expected to perform the full range of assigned duties in an independent manner.

What You Will Do

Duties may include, but are not limited to the following:

- Process a variety of building/construction, planning, and public works permits and applications for permits in an efficient and timely manner; insure all necessary approvals are obtained.



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- Receive telephone calls and inquires at counter; assist and direct public to appropriate staff member or department; provide information regarding the application/permitting process, codes, requirements, fees, and other related matters.
- Conduct the more routine and elementary plan checks such as minor tenant improvements, and residential additions and remodels construction in accordance with pertinent building codes and standards.
- Review submitted plans and applications for completeness and accuracy; verifying that appropriate signatures, required calculations, and scales/dimensions are included.
- Issue routine permits such as roofing, signs and minor mechanical, electrical and plumbing modifications.
- Inform contractors and/or owner/builders of procedure for securing a permit; outlining submittal requirements, necessary documentation, building codes, permits regulations, and zoning ordinances.
- Calculate various construction valuations, plan check fees, and permit fees.
- Sort and file documents and records, maintaining alphabetical index and cross-reference files; maintain office records related to building inspection and code enforcement.
- Maintain a variety of statistical records; check and tabulate statistical data; prepare simple statistical reports.
- Operate standard office equipment including computer equipment and software applications as assigned.
- Receive, sort and distribute incoming and outgoing correspondence.
- Perform related duties as assigned.

Experience and Education

Experience: Two (2) years of progressively responsible building construction or related experience. Related coursework can be substituted for experience.

Education: Equivalent to completion of twelfth grade. College level coursework in engineering or architecture is highly desirable.

License and Other Requirements

- Possession of or ability to obtain and maintain, an appropriate, valid California Driver's License.
- Ability to obtain a Permit Technician Certification within first the first twelve (12) months of appointment.

Special Requirements

Essential duties require the following physical abilities and work environment:

General office environment; sit and/or stand for long periods of time, repetitive keyboarding; reach, squat, lift, and carry up to 15 pounds; able to travel to various locations within and outside the City of Milpitas.



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Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

To Apply

Submit application, supplemental questions (if applicable), resume, copies of required certificates (if applicable) online at www.calopps.org or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

A complete job description is available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Classification and Compensation) or from Human Resources.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require alternate communications, please contact Human Resources at (408) 586-3090.

Benefits

The City provides an excellent array of benefits that includes the following. This position is represented by the Milpitas Professional And Technical Group (Protech) bargaining group. Benefits Information is available online at:

<http://www.ci.milpitas.ca.gov/milpitas/departments/about-human-resources-2/benefits/>

<http://www.ci.milpitas.ca.gov/wp-content/uploads/2016/02/Milpitas-Professional-and-Technical-Group.pdf>

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.