



We invite applications for the position of:
PERMIT TECHNICIAN
\$69,582 to \$84,576 Annually
Plus a comprehensive benefit package

"As a Permit Technician, I am able to work on various projects that are happening within the city and work collaboratively, not only with my immediate coworkers, but other divisions within the city to solve problems and get the job done." –*Toni D'Amico, Permit Technician*

Why Consider The City of Mountain View?

It's simple. We are a **passionate team of professionals committed** to providing **excellent service** to the **community** we serve, and we want you to join us! When you become part of the City of Mountain View family, you will find this is not just a J-O-B, it is a way of life for those who seek a mission-oriented culture.

About This Role

We are seeking highly motivated, team-oriented individuals with outstanding organizational, interpersonal and clerical/support skills. This position will perform a wide variety of technical, paraprofessional support and customer service duties related to the Building Division and will be responsible for the operations of the division's public counter. This position will process building permits and permit applications as well as performing elementary plan checking duties. In this position, you will be exposed to an average of 50+ daily interactions with both internal and external customers, all while simultaneously managing emails, phone calls, and special projects. You can review the detailed job description for Permit Technician on the City's website [here](#).

What You Bring

- Three years of increasingly responsible office/clerical experience that involves extensive public contact.
- Equivalent to the completion of the 12th grade supplemented by college level courses in construction management or building inspection techniques.
- Possession of, or ability to obtain, an appropriate California Driver's license.

Bonus Points

- Experience in an environment dealing with planning, zoning, or a public building permit review setting.
- Possession of an ICC Permit Technician certificate.
- AA degree from an accredited college in a related field.

What You'll Do

- Provide excellent customer service to various stakeholders in a multitude of situations.
- Review plans and applications for building permits; issue building permits.
- Perform elementary plan checking duties at the front counter.
- Respond to inquiries from architects, contractors, builders, and the public at the counter; explain and interpret requirements and restrictions.
- Calculate various valuations, plan check fees, and permit fees; collect and process fees as necessary.
- Maintain a variety of statistical records; check and tabulate statistical data; prepare reports.
- Prepare and coordinate property and project inspection data.
- Sort and file documents and records, maintaining alphabetical, index, and cross-reference files.
- Maintain complex office records related to building inspection, fire inspection, and code enforcement.
- Perform related duties as assigned.

Who You Are

- You have excellent communication, interpersonal and customer service skills.
- You start sentences with "I can..." and are open to new opportunities and growth.
- You have strong organizational and problem-solving abilities with excellent attention to detail.
- You have patience, strong active listening skills and ability to adapt/respond to different types of personalities.
- You are able to handle complaints and deal effectively with the public with poise and in a professional manner.
- You are able to juggle various assignments and thrive in a fast-paced, dynamic work environment.

What We Offer

- Comprehensive benefits package including generous paid leave and group health coverage
- CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members); employees contribute 11.5% for classic members; 10.5% for new members to CalPERS with no Social Security deduction
- Opportunity to utilize \$2,000 in tuition reimbursement for education advancement annually, with an additional one time opportunity for up to \$20,000 for the completion of a work related Bachelor's or Master's degree
- Up to \$100/month City contribution for mass transit expenses, with \$10/month minimum employee contribution
- Employee appreciation days and activities
- Wellness culture including access to the employee gym and incentive pay for participating in the City's wellness program

Are You Ready? Apply.

Submit your application, supplemental questionnaire, cover letter, and resume online at www.calopps.org or to the Human Resources Division, City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. **Please provide a valid email address on your application.**

Application materials will be screened on a continuous basis with a **first application review date of Wednesday, February 13, 2019**. This recruitment is subject to close at any time. Qualified candidates are encouraged to apply early!

Interview Process

Candidates with the most relevant qualifications will be invited to the following process:

- Oral board interview (weighted 100%).
- Department interview - Candidates who pass the oral board interview may be invited to interview with the Community Development Department staff for a more in-depth discussion regarding the position.

Depending on the number of applications, the above process may be altered.

Fine Print.

Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Division upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE).

Prior to hire, candidates will be required to successfully complete a preemployment process, including employment verification and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination.

CITY OF MOUNTAIN VIEW
PERMIT TECHNICIAN
Supplemental Questionnaire

Please answer the following questions and submit with your application. Please limit your responses to one page per question or less.

1. Describe what type of over-the-counter plan checks you have performed, if any.
2. Do you have the desired ICC Permit Technician certificate?
 - a. Yes
 - b. No
3. Give an example of the types of construction projects you have been assigned to manage through the plan check process.
4. Do you have the required college level courses in construction management or building inspection techniques? If so, please list the courses you have taken.