

# City of St. Helena

## Employment Opportunity

### **Building Permit Technician I/II**

Permit Technician I \$51,598-\$62,718 Annually  
(\$24.81-\$30.15 hourly)†

Permit Technician II \$56,754-\$68,986 Annually  
(\$27.29-\$33.17 hourly)†

### **Application Deadline:**

Closes January 31  
First review, February 1, 2021



## About the Opportunity

The City of St. Helena has an exciting opportunity to fill a position in the Building Department. This is a high customer service position that provides information and direction to the general public, city staff and development community related to Building Department for permit process, permit/project status, plan review, departmental requirements, improvement standards, construction specifications, and city ordinances. Permitting software experience is preferred.

## **Building Permit Technician I/II**

Building Department

*The City will be establishing a pool of qualified applicants and will place the top candidate in the position. The remaining candidates will be placed on an eligibility list for 12 months and will be used for any future vacancies in this classification series.*

### ***DISTINGUISHING CHARACTERISTICS:***

The **Building Permit Technician I** reports to the Chief Building Official or Planning Director. This is the entry level class in the permit technician series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine building and development permit support duties while learning City policies and procedures. As experience is gained, there is greater independence of action within established guidelines. This classification is alternatively staffed with Building Technician II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

The **Building Permit Technician II** reports to the Chief Building Official or Planning Director. This is the journey level class in which incumbents are expected to perform the full scope of permit processing and related support duties with minimum supervision. Assignments are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision when required.

The classification is alternatively staffed with Building Permit Technician III and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level classes.

### ***Supervision Received/Exercised:***

**Building Permit Technician I** Receives immediate supervision from the Chief Building Official or Planning Director. Incumbents in this class do not routinely exercise supervision.

**Building Permit Technician II** Receives general supervision from the Chief Building Official or Planning Director. Incumbents in this class do not routinely exercise supervision.

### ***Essential Functions: (include but are not limited to the following)***

- ◆ Provides customer service by responding to public and agency inquiries by phone and at the counter; provides information regarding building permit policies and application procedures; works cooperatively with property owners, contractors, architects, developers, engineers or their representatives to resolve questions regarding permit issuance and permit fees.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for*

There is a no smoking policy in effect within the City offices and vehicles. St. Helena is an equal opportunity employer. The City of St. Helena will require documentation of the legal right to work in the United States as required by the Immigration Reform and Control Act upon hire.

- ◆ Receives building and engineering plans and specifications for completeness, review and conformance to permit requirements and regulations; ensures that required permits have been obtained; verifies contractor and subcontractor insurance coverage, construction bonds and licenses; routes plans to appropriate departments for review and sign-off; tracks plans and ensures timely
- ◆ Calculates, collects and records permit application, plan check, building permit and development impact fees; uses scaled plan dimensions and standard schedules; coordinates fee collection with finance staff; issues development permits for subdivisions, commercial and industrial projects and swimming pools; coordinates bond releases with finance staff and contractors.
- ◆ Determines types of inspections and reviews required for proposed construction; schedules daily building inspections and monitors building inspection line; coordinates utility releases with building inspectors and utility company; coordinates final inspection with other departments.
- ◆ Issues code compliance letters, maintains code enforcement records and coordinates nuisance abatement procedures with City Attorney, Planning Director and/or Building Official.
- ◆ Assists Public Works Department in implementation of storm water pollution prevention regulations, water conservation regulations, and grading plans. Assists Fire Marshal in review and processing of plans for fire alarm and sprinkler systems, scheduling of fire inspections, processing fire inspection forms, and billing customers for fire inspections
- ◆ Assists Public Works Department and oversees permits for city-owned buildings, including abatement of hazardous substances.
- ◆ May assist the Finance Department in the processing of accounts receivable and quarterly and annual billings.
- ◆ Maintains division records, files and other reference materials; compiles and disseminates data regarding permit activity and fee collections; prepares and edits correspondence, plan check comments and various technical and statistical reports.
- ◆ Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.

**Compliance with Americans with Disabilities Act (ADA):** With prior notice to the Personnel Department regarding testing or job performance modifications, the City will make every attempt to offer reasonable accommodations for qualified applicants and employees with disabilities.

**Working Conditions:**

Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**KAS (Knowledge, Ability and Skills):**

See Job Description posted on the Human Resources Department website at:

<https://www.cityofsthenana.org/hr/page/job-descriptions>

**Qualifications:****Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Building Permit Technician I/II**.

**Building Permit Technician I** Two years of experience performing increasingly responsible office support duties involving heavy public contact, and a high school diploma or equivalent.

**Building Permit Technician II** In addition to the above, two years of experience in reviewing and processing building, grading and improvement plans and/or permits equivalent to that of a Building Permit Technician I in the City of St. Helena.

**License/Certificate:**

- ♦ Possession of, or the ability to obtain, a valid class C California driver's license.

**Application and Selection Procedure:**

To apply please go to <https://www.calopps.org/st-helena/job-20067051> to submit a resume, cover letter, supplemental questionnaire, and City Application:

**Please note:** you will complete the application and supplemental questionnaire with the application process on Calopps.org, and will upload your **resume** plus **cover letter**. **\*\*\*Please note: failure to submit all four (4) required documents will be considered an incomplete application and will not be considered for this position.**

All resumes will be reviewed to select those applicants whose training and experience most closely match the requirements of this position. A limited number of qualified applicants possessing the most desirable qualifications may be invited to participate in the subsequent phase of the evaluation process which may include interviews, written exercises, or simulated work problems. Note: Meeting the minimum qualifications does not guarantee advancement in the selection process.

### **Compensation & Benefits<sup>†</sup>:**

- ◆ **Permit Technician I** \$51,598-\$62,718 Annually (\$24.81-\$30.15 hourly)<sup>†</sup>
- ◆ **Permit Technician II** \$56,754-\$68,986 Annually (\$27.29-\$33.17 hourly)<sup>†</sup>
- ◆ CalPERS defined benefit retirement: 2.0% at 60 formula for current members; 2.0% at 62 for new members. Employee (EE) is responsible for payment of the EE share of the pension cost. City employees also participate in the Social Security system
- ◆ City-paid health, dental and vision insurance coverage for employee and dependents
- ◆ Vacation accrues at varying rates for full-time employees. The beginning accrual rate is generally ten working days per year, increasing with tenure
- ◆ Twelve holidays annually
- ◆ Two personal convenience days per year (increases to five day after five years).
- ◆ Sick leave (twelve days per year)
- ◆ \$25,000 Life Insurance
- ◆ Deferred Compensation Plan
- ◆ Dependent Care program
- ◆ Healthcare Flexible Spending Account
- ◆ Employee Assistance program
- ◆ Bereavement Pay - 3 days in state/5 days out of state
- ◆ Longevity Pay
- ◆ Bilingual Pay (2.5% written, 2.5% verbal)