



## **BUILDING PERMIT TECHNICIAN**

Bargaining Unit: SEIU Local 1021

### **DEFINITION:**

Under general supervision of the Chief Building Official, the Building Permit Technician performs technical, paraprofessional support, customer service, and clerical work supporting the operations involved with the issuance and coordination of the building inspection and permits process.

### **CLASS CHARACTERISTICS:**

The incumbent will usually serve the public at the front counter and provide information regarding permits and building code requirements. The nature of the tasks requires good public relations skills and the ability to handle customers with tact and good judgment. The position will perform routine and complex tasks associated with the receipt, review and tracking of building permit applications through the permit process to ensure the efficiency and compliance to department policies and procedures. May receive functional or technical supervision from department staff. May exercise functional or technical supervision over other clerical positions.

### **EXAMPLES OF DUTIES (*illustrative only*):**

- Efficiently process building permit applications and miscellaneous permits; ensure all necessary approvals are obtained.
- Perform elementary plan checking duties at the public counter, reviewing for completeness and for conformance to building and other appropriate policies and procedures as assigned.
- Respond to inquiries and confer with builders, engineers, contractors, architects, and the public concerning submittal requirements, building codes and permit regulations at the counter and over the phone.
- Assemble, route and monitor plans and associated information through various City departments and agencies for the plan review process and permit issuance.
- Enter appropriate information into the permit tracking system and other logs and records of permits issued. Maintain and compile record files, forms and reports concerning building inspection and plan review activities.
- Perform general clerical tasks and use the computer to enter data using spread sheets and maintain and update the permit tracking software information.
- Calculate various valuations, plan check fees and permit fees.
- Sort file and purge documents and records, maintaining alphabetical, index and cross-reference files; maintain complex office records related to building inspection and code enforcement.

- Research and assemble information from a variety of sources for the completion of forms or the preparation of reports; make arithmetic or statistical calculations.
- Organize and maintain various departmental files. Prepare correspondence, reports, forms, and specialized documents from drafts, notes, or brief instructions, using the office computer system. Proofread and check typed and other materials for accuracy, completeness, and compliance with departmental policies and regulations.
- Act as receptionist, receive and screen visitors and telephone calls and direct the caller to the proper person or personally handle the call.
- Operate standard office equipment.
- Perform related duties as assigned.

### **QUALIFICATIONS:**

#### **EDUCATION AND EXPERIENCE:**

Any combination of education, training, and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

High School Diploma, GED, or equivalent and one (1) year of responsible administrative or customer service experience.

#### **KNOWLEDGE AND ABILITIES:**

Knowledge Of:

- principles, methods, practices and trends of urban planning and zoning administration;
- federal, state, regional, and local laws and policies as they relate to the regulation of land-use including the California Environmental Quality Act and the Subdivision Map Act;
- architectural design and site planning principles.
- sustainability principles and methods including green building, climate action planning, and energy efficiency.
- data collection and statistical analysis methods;
- computer software programs including Microsoft Office, Internet applications and GIS.

Ability To:

- read, comprehend, and interpret complex laws, ordinances, regulations, policies, and procedures;
- review plans to determine conformance with applicable regulations, laws, etc.

- provide feedback on architectural drawings.
- interpret and analyze complex project plans and prepare clear and concise recommendations to other staff and decision makers;
- prepare clear and concise written reports, and make effective oral presentations;
- perform field inspections of sites and buildings.
- establish and maintain helpful working relationships with the public, other city personnel, and outside agencies;
- provide all customers with friendly, accurate, and supportive service

#### LICENSE AND CERTIFICATIONS:

Possession of a valid Class C California Driver's License with a satisfactory driving record.

#### WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS:

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents generally work in a typical office environment with adequate light and temperature.

*Travel: Positions in this class may require local and statewide travel as necessary.*