

BUILDING PERMIT TECHNICIAN JOB ANNOUNCEMENT



COME JOIN THE FOSTER COMMUNITY DEVELOPMENT DEPARTMENT!

Foster City is looking for a fast learner with some planning or building experience to fill the position of **Building Permit Technician**. This is an entry-level position that can serve as the first step in establishing a career in Planning or Building services. Foster City offers a unique experience to utilize customer service and people skills while deepening your technical knowledge in the building permit process.



"Using data drawn from our 2021 Best Places to Live List, Money ranked cities and towns based on the percentage of their population living within a 10 minute walk of a park. Foster City, California, came out on top, with 100% of its population of 33805 living within a short walk of one of its 24 public parks" – money.com

ABOUT FOSTER CITY

HISTORY

Incorporated in 1971 and named after real estate tycoon and visionary, T. Jack Foster, Foster City is a one-of-its-kind master planned community that rose out of the reclaimed marshlands of the San Francisco Bay. The original Master Plan envisioned a self-contained community with a variety of housing types, neighborhood shopping centers, waterfront lots and parks, and other commercial & industrial uses.

To learn more about the history of Foster City, visit:

[Foster City Documentary Series Chapter 1 The Beginning Construction of Foster City 1960-1980](#)

THE ORGANIZATION

Foster City is a General Law City and operates under the Council-Manager form of government. The five members of the City Council/EMID Board are elected to four-year terms. The City Manager is appointed by the City Council/EMID Board and serves as the chief executive of the municipal organization. Foster City is a full-service city with a total 2025-2026 budget of \$219.7 million. Projected staffing includes 181 FTEs.

MISSION

The mission of the City of Foster City is to deliver equitable services that are customer focused with an emphasis on public safety, neighborhood livability, smart planning, a vibrant economy, infrastructure innovation, and sustainable environment. In pursuit of this mission, we use community engagement and data to make decisions and measure progress based on economic, social, and environmental factors.





THE DEPARTMENT

The Community Development Department is made up of the Planning/Code Enforcement Division and Building Division. The Planning/Code Enforcement Division is responsible for long-term planning regarding the growth and development of the City, for reviewing and processing applications for all development proposals, and for maintaining the appearance of the community.



THE POSITION

A candidate in this position will accept plans and related documents for plan check; assist applicant in completing permit application and process permit fee for plan check. Route plans and monitor progress as well as respond to customer questions related to plans. Also, approve and issue less complicated non-structural plan check over the counter.

Other duties include processing refund requests, log and process complaints and operate computerized Information Systems.

Review the Building Permit Technician job description.

IDEAL CANDIDATE

The ideal candidate will have knowledge of architectural drawing convention and what comprises a complete set of plans; processes and procedures associated with construction permits; records management practices; general office operations; familiarity with building code and construction terminology.

The ideal candidate will have the ability to understand general information presented on construction plans; understand and effectively explain city ordinances, regulations, and procedures; maintain records neatly and accurately; interact competently and courteously with the public; effectively communicate verbally and in written format; listen attentively and patiently to what is being proposed; be respectful to staff; and approachable and willing to work toward solutions.

Annual Salary

\$81,401.63

to

\$98,944.14

EDUCATION & TRAINING

Any combination equivalent to experience and education that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way would be:

Education

High school diploma or equivalent is required. An associate degree or completion of technical courses in building codes or inspection principles or techniques is desirable. ICBO Permit Technician Certification is highly desirable.

Experience

Two (2) years experience working in a building or planning department, with six (6) months to one (1) year of experience in computerized building permit applications processing.

Licenses and Certificates:

- ICBO Permit Technician Certification is required within the first full year of employment with the City in this position

BENEFITS

The City of Foster City provides a superior benefits program which includes:

- Retirement: Participation in CalPERS in the 2% @ 62 retirement plan for new members and 2.7% @ 55 for classic members.
- Leaves: 13 paid holidays; sick leave (8.66 hrs/month); vacation leave based on years of service; discretionary leave.
- Deferred Compensation: Voluntary 457(b)/VEBA (tax deferred health benefit program).
- Health Benefits: Flexible benefits program including health, dental, vision, and medical/dependent care reimbursement accounts.
- Work Schedule: Optional 9/80 work schedule.
- Other: Long-term disability insurance; and life insurance.



SELECTION PROCESS

The most qualified candidates will be invited to continue in the selection process. The selection process may consist of one or more of the following components: application review, performance-based exam, written exam, and panel interview. A final interview will be scheduled to fill the current vacancy following the establishment of the employment list. This list will be in effect for at least one-year. Once a top candidate is identified, we will conduct reference checks. After a conditional job offer, applicants must successfully pass a pre-employment background check and other requirements as applicable.

TO APPLY

A City/District application and supplemental questionnaire are required for consideration. Please keep in mind the closing date. If the recruitment is continuous or open until filled, however, the recruitment may close at any time when enough qualified applications have been received. Applications may be submitted online at www.calopps.org