



**CITY OF PATTERSON, CALIFORNIA**  
EMPLOYMENT OPPORTUNITY  
EQUAL OPPORTUNITY EMPLOYER

**DEPARTMENT OF HUMAN RESOURCES**  
1 PLAZA, PATTERSON, CA 95363  
(209)895-8011

**INVITES APPLICATIONS FOR THE POSITION**  
**BUILDING SERVICES SUPERVISOR**

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**MONTHLY SALARY**

\$5,942.57 - \$7,223.23

**OPEN:** December 5, 2025

**DEPARTMENT:** COMMUNITY DEVELOPMENT

**RECRUITMENT:** Open to Internal Candidates Only

**DEADLINE TO APPLY:** December 19, 2025 at 5:00 PM

**TO APPLY:** Apply at <https://www.pattersonca.gov>

**THE POSITION:**

Under general supervision, the Building Services Supervisor performs responsible, complex and varied support, to include technical advisory work in processing and issuing building permits consistent with building and zoning codes; compiling monthly building reports required by state & county regulations; supervises the work of technical and support personnel assigned to the Building Services unit including, directing, organizing, scheduling, training, and coordinates work-related activities; and performs related duties as required and/or assigned.

The Building Services Supervisor is the supervisory level in the Building Services unit. This position provides a full range of detailed and complex technical, advisory, research, resolution, and support duties. The incumbent is expected to work independently, exercising initiative and sound judgment with general direction. This position differs from the Permit Technician II classification in that the incumbent is responsible for the overall day-to-day operations of the Building Services unit, including supervision, training, and discipline; acts as an administrator of the permit issuance system; and coordinates interdepartmental functions for workflow efficiencies.

**PRINCIPAL DUTIES:**

Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for issuing building permits and managing associated records and plans; reviews the work of others to ensure compliance with standard operating procedures, applicable codes, ordinances, and policies; reviews building and site development plans and specifications of residential and non-residential projects

for compliance; reviews building permit submittals for proper form, completeness, and legal requirements; establish schedules and methods for providing building permit services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly; participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies, and procedures; monitor work activities to ensure compliance with established policies and procedures; participate in the selection of building permit technicians, clerical staff; and building inspectors, and provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; participate in the preparation and administration of the building services program budget; submit budget recommendations; monitor expenditures; perform the most technical and complex tasks of the work unit, including providing permit services to customers; calculates or reviews all commercial, industrial, and residential building permit fees; provides permit fee estimates to developers/builders; responsible for quarterly and monthly reporting of mitigation fees, county impact fees, state Strong Motion (SMOT) fees, and building permits to the county, state, and City's Finance Department; coordinate the provision of customer services, issuance of building permits, building inspections, management of records, plans, and maps, and various clerical functions; maintain close working relationships with various city and county offices, boards, building inspectors, contractors, and architects; oversee the management of proper filing of all records, including building plans and permits; ensure proper reproduction of maps and plans by subordinate-level staff; maintain records concerning operations and programs; prepare reports on operations and activities; attend and participate in professional group meetings; maintain awareness of new trends and developments in the fields of building construction, inspection, and permitting; incorporate new developments as appropriate into City programs; provide assistance, including scheduling, to the contracted Building Official and Building Inspectors; participate on a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary; performs related duties and responsibilities as required.

### **MINIMUM QUALIFICATIONS:**

Education: Must have a High School Diploma.

Experience: Five (5) years of increasingly responsible, technical experience related to permit processing and plan submittals, including commercial, industrial, and residential; two (2) years of supervisory or lead experience desirable.

### **LICENSE OR CERTIFICATES:**

Possession of a valid California Class C driver's license.

Possession of an International Code Council (ICC) Permit Technician Certification.

### **KNOWLEDGE OF:**

Operational characteristics, services and activities of a permit processing program; modern and complex principles and practices of office management and administration; principles of supervision, training and performance evaluations, business letter writing and report preparation, and record keeping; basic principles and practices of the building industry, municipal budget preparation and administration; basic mathematics; basic construction practices and concepts; pertinent federal, state and local laws, codes and regulations; building materials and modern

methods of building construction; standard operating procedures and requirements of a building inspection division; effective public contact techniques in-person, on the telephone and through written correspondence.

**ABILITY TO:**

Coordinate and direct building permit programs; supervise, organize and review the work of assigned staff, including the provision of customer services of building permits; select, train and evaluate staff; recommend and implement goals, objectives, policies and procedures for providing building permits; understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state and local policies, laws and regulations; participate in the preparation and administration of assigned budgets; plan and organize own work, and the work of others, to meet changing priorities and deadlines; correctly apply knowledge of codes and ordinances related to the issuance of building permits; make sound, independent decisions within established policy and procedural guidelines, make arithmetical calculations quickly and accurately; maintain accurate and detailed records of plans and specifications; prepare clear and concise reports; work in a team based environment to achieve common goals; coordinate multiple projects and complex tasks simultaneously; communicate under considerable pressure or in stressful situations; communicate clearly, concisely and effectively, both orally and in writing; establish and maintain effective working relationships.

**MENTAL and PHYSICAL REQUIREMENTS:**

**Mental Requirements:** The mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to review documents related to unit operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain unit policies and procedures; explain operations and problem solve office issues for the public and with staff.

**Physical Requirements:** Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, grasping, and making repetitive hand movements in the performance of daily activities. Acute hearing is required when providing phone and in-person services.

**Environmental Conditions:** Work is performed in a standard office environment.

***The City of Patterson is an Equal Employment Employer***

## **Supplemental Questionnaire Building Services Supervisor**

The supplemental questionnaire is a key component of your application and will be used to assist us in evaluating your qualifications and background.

1. What is the highest level of education that you have received?
  - ☐ High School Diploma or GED
  - ☐ Associate's Degree
  - ☐ Bachelor's Degree
  - ☐ Master's Degree
2. How many years of experience do you have performing permit processing and plan submittals, including commercial, industrial, and residential?
  - ☐ None
  - ☐ Less than 1 year
  - ☐ 1 to 3 years
  - ☐ 4 or more years
3. Please describe your experience in detail including where and when you gained this experience.
4. How many years of experience do you have in a lead role or as a supervisor?
  - ☐ None
  - ☐ Less than 1 year
  - ☐ 1 to 3 years
  - ☐ 4 or more years
6. Do you currently possess an International Code Council (ICC) Permit Technician Certification?
  - ☐ Yes
  - ☐ No