

CITY OF SOUTH SAN FRANCISCO EMPLOYMENT OPPORTUNITY

Applications are being accepted for the position of:

Permit Technician

City of South San Francisco • Human Resources Department • 650.877.8522 • www.ssf.net • EOE

DEADLINE TO APPLY | FRIDAY, OCTOBER 3, 2025 AT 5:00 P.M. OR UPON RECEIPT OF THE FIRST 100 QUALIFIED ONLINE APPLICATIONS, WHICHEVER OCCURS FIRST.

For detailed information and to apply online, go to: www.calopps.org

SALARY: \$95,451.00 - \$116,022.00 Annually



The Department of Economic and Community Development includes four dynamic divisions that together are responsible for the preservation and improvement of the physical and economic conditions of the South San Francisco community. The Building Division is responsible for enforcing the California Building, Plumbing, Mechanical, Electric, Residential, and Energy Codes, as well as monitoring construction activity and performing inspections throughout the construction process.

IDEAL CANDIDATE | The ideal Permit Technician is a detail-oriented, customer-focused professional who thrives in a fast-paced, service-driven environment. They bring a solid foundation in building and zoning codes, construction terminology, and permit processing and possess relevant experience in planning, building, public works, or a related field. This candidate excels in delivering clear, accurate information to contractors, developers, design professionals, and community members both at the public counter and over the phone. They possess a working knowledge of permit procedures and documentation requirements and demonstrate the ability to interpret and apply codes, regulations, and policies with consistency and professionalism. The ideal candidate is also comfortable performing basic plan checks, calculating permit fees, and using permitting or database software with efficiency and accuracy. Strong interpersonal and communication skills are essential, along with the ability to navigate sensitive or challenging customer service interactions with patience, tact, and a solutions-oriented mindset. With a proactive approach to problem-solving and a commitment to continuous improvement, the ideal Permit Technician is a collaborative team player who takes initiative, manages multiple priorities effectively, and contributes to a high-performing and responsive department. They demonstrate integrity, accountability, and a strong commitment to public service.

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

Experience

One year experience in planning, building, contracting, public works, or a related field.

Training

Equivalent to graduation from high school, supplemented by college-level courses in construction or building technology, blueprint reading and drafting, building inspection, or a closely related field.

SELECTION PROCESS | The process will first consist of a review of application materials, including responses to supplemental questions, which must be detailed and complete. Applicants whose submitted application materials demonstrate knowledge, skills and abilities in the best alignment with the required and desired qualifications of this position will be selected to participate in the next phase of the qualification and selection process, an oral panel interview (weighted at 100%), tentatively scheduled for **Wednesday, October 29, 2025**. Following this preliminary interview, the top scoring candidates will be invited to a final selection interview with the hiring department.

Possession of minimal qualifications does not guarantee advancement in the selection process and placement on the eligible employment list.

HOW TO APPLY

FINAL FILING DATE IS OCT 3, 2025 AT 5:00 P.M. OR UPON RECEIPT OF THE FIRST 100 ONLINE APPLICATIONS, WHICHEVER OCCURS FIRST.

Apply online via CalOpps at:

<https://www.calopps.org/city-of-south-san-francisco>