



SAN RAFAEL

THE CITY WITH A MISSION

Permit Technician I/II

Level I: \$ 5,125 - \$6,229 per month

Level II: \$5,637 - \$6,852 per month

(Appointment level will depend on experience and qualifications)

Plus excellent benefits

APPLICATION DEADLINE: *Apply by Monday, February 12, 2024 at 5:00 p.m for first consideration.*

THE CITY is focused on enhancing our community members' quality of life through well-designed services and a positive workplace culture. San Rafael is the economic and cultural heart of Marin County, and its high quality of life is centered on its commercial districts, engaged neighborhoods, active lifestyle, and natural environment. San Rafael (population 62,000) is a full-service city with a city council/city manager form of government with 12 departments, more than 400 employees, and an annual budget of \$172 million. The City's vision is to be a vibrant economic and cultural center reflective of its diversity. The City Council is engaged and seeks to strengthen the urban and commercial areas as well as sustain the beautiful natural environment.

San Rafael's Organizational culture framework is an initiative called ["Together San Rafael."](#) City employees are our greatest asset, and we seek talented individuals with diverse backgrounds who are creative, curious, and excited about a challenge. We are a results-driven team focused on the needs of community members. The [Together San Rafael initiative is focused](#) on modernizing City services and increasing the engagement of employees. This initiative recognizes the interconnectedness of the customer and employee experience.

THE POSITION:

The Community Development Department is recruiting for one full-time Permit Technician. Appointment will be made at the appropriate level depending upon qualifications. Under general supervision, the Permit Technician will perform a variety of technical permitting and administrative support work associated with front counter, virtual counter, and other office tasks related to department operations.

Permit Technician I: This is the journey-level class in the Permit Technician series. Employees at this level are not expected to perform with the same independence and judgment on matters allocated to the Permit Technician II. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks.

Permit Technician II: This is the journey-level class in the Permit Technician series. Employees at this level are expected to perform with more independence and receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Depending on expertise and certifications, incumbents may perform minor over-the-counter planning and building plan check reviews. Positions in this class are flexibly staffed and may be filled by advancement from the Permit Technician I class.

This position performs the following essential job duties (including but not limited to):

- Reviews and intakes planning and building permit applications.
- Determines and collects fees for permits and other review and regulatory services.
- Routes all application submittals to the appropriate departments/agencies for processing.
- Maintains files for all applications after checking for general completeness and accuracy.
- Provides written and verbal information to the public regarding departmental policies and procedures pertaining to topics such as permits, building code requirements, zoning, application procedures, and current projects.
- Reads and interprets blueprints, maps, planning regulations, and a variety of other information while responding to general inquiries.
- Processes minor planning applications and reviews business licenses and building permits for compliance with zoning regulations.
- Provides public information in support of the building, planning, housing, and code enforcement programs.
- Enters invoices, prepares refunds, and reconciles web payments.
- Provides administrative support for public meetings, including preparation, distribution, and posting of agendas and minutes.
- Assists in setting up rooms and virtual webinars for department and/or public meetings.
- Operates a variety of office equipment and uses a variety of software programs, including word processing, spreadsheet, permit tracking software, digital archiving software, and visual presentation equipment as appropriate.
- Maintains and manages an inventory of forms, applications, and office supplies.
- Builds and maintains positive working relationships with co-workers, other City employees, the public using principles of good customer service.
- Performs a variety of other tasks related to office administration and permit services as assigned.

To be eligible for this position, you must have knowledge of/ability to:

Permit Technician I:

- Basic office and clerical procedures.
- Modern office methods, procedures, and computer equipment and various software applications.
- Simple accounting procedures.
- Basic applied mathematics.
- Communicate clearly and concisely, orally and in writing with the general public and customers involved with development and construction, particularly contractors, architects, developers, engineers, and property owners.
- Learn to read and interpret maps, construction drawings and blueprints.
- Learn and apply a variety of zoning, land use, planning, and building procedures, codes, and ordinances enforced by the City including the Uniform Building, Electrical, Plumbing, Mechanical Codes and zoning codes.

Permit Technician II (in addition to the requirements for Permit Technician I):

- Basic knowledge of building, electrical, plumbing, and mechanical codes.
- Basic engineering concepts.
- Basic planning and land use concepts.
- Read and interpret maps, construction drawings, and blueprints.
- Interpret and apply a variety of zoning, land use, planning, and building procedures, codes, and ordinances enforced by the City, including the Uniform Building, Electrical, Plumbing, Mechanical Codes and zoning codes.
- Organize and maintain files.
- Operate a variety of office equipment.
- Quickly and accurately review plans for submittal requirements and calculate permit fees in accordance with established laws.
- Research and compile information requested.
- Prepare written zoning research letters and administrative land use entitlements.
- Research, compile, and analyze data for special projects and various reports.

EDUCATION and/or EXPERIENCE (A typical way of gaining the knowledge, skill and ability outlined above is):

Permit Technician I:

- Graduation from high school or equivalent.
- Two (2) years of experience in an office or customer service environment with direct contact with the general public.

Permit Technician II:

- Graduation from high school or equivalent.
- Completion of two courses in building code, electrical code plumbing code, mechanical code, engineering, planning, or related field.
- One (1) year of experience equivalent to Permit Technician I in the City of San Rafael.

CERTIFICATES/LICENSES/REGISTRATIONS:

- Possession of International Code Council (ICC) Permit Technician certification is desirable for Permit Technician I and II and is required for Permit Technician III.

LANGUAGE/MATHEMATICAL/REASONING SKILLS:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to speak Spanish is desirable but not required.
- Ability to work with mathematical concepts.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee must frequently lift and/or move up to 20 pounds for a distance of less than 50 feet. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Much of the work consists of entering data into and retrieving data from personal computers and terminals via keyboards and is performed while standing or sitting for extended periods of time with the ability to move about at will.

WORK ENVIRONMENT:

Incumbents within this classification are expected to be able to communicate orally, in person, online or via the telephone, with members of the general public, other City employees, or employees of outside companies and other agencies. Much of the work performed in a crowded and noisy office setting.

APPLICATION AND SELECTION PROCESS:

City of San Rafael application is required. Resumes do not substitute for the City application. Candidates should detail related education and experience on the application. The examination process may include the following application appraisal and oral board interview examination. The passing point for the oral board examination final score will be 70%. Prior to appointment candidate must pass a pre-employment physical, background check, driving record, and fingerprinting. To file an application, go to: www.calopps.org. Select "Member Agencies". Select "San Rafael". Follow this link to submit your application: <https://www.calopps.org/san-rafael/job-20465009>.

For more information about the City of San Rafael, go to: www.cityofsanrafael.org

Reasonable Accommodation: The City of San Rafael will make reasonable accommodations in the exam process to accommodate disabled applicants. If you have a disability for which you require accommodation, please contact us at (415) 485-3474 before the test date. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position. Such accommodation must be requested by the applicant.