



THE CITY OF
REDWOOD CITY INVITES
APPLICATIONS FOR:

**PERMITS TECHNICIAN
#26A-14**

**SALARY:
\$7,952 - \$9,668/
Monthly**

**CLOSING DATE:
May 20, 2026, by 5:00 pm
(Opened 4/30/26)**

Application Process

Apply online at
www.CalOpps.org
Member Agency: Redwood City

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Human Resources Division upon submittal of application.

Selection Process

Zoom Oral Board Interviews
tentatively scheduled for
June 17, 2026

All applications, including supplemental questionnaire, will be reviewed for neatness, accuracy, completion, relevant education, experience, training and other job-related qualifications. Those who best meet the stated qualifications and requirements for the position will be invited to participate in the testing process, which will consist of an oral board interview.

ABOUT THE CITY



We offer a wide range of meaningful career opportunities with potential for growth, training and development, competitive salaries, flexible work schedules, paid time off, and robust benefits. The Redwood City team is guided by the [core values](#) of *excellence, integrity, service, collaboration, inclusion and innovation*. Inherent in these values is a great organizational culture based on trust, strong and supportive leadership, respect, risk-taking, empowerment, and effective communication.

The community is known for its inclusivity, strong engaged neighborhoods, and civic pride. The City works diligently to maintain positive and productive relationships with community partners, together providing outstanding services, programs and opportunities for residents and businesses. This mix of tradition and progress, community and diversity, makes Redwood City an extraordinary place to work and call home. If you're looking to grow your career as a part of a hard-working and fun Community Development Department team that fosters innovation, creativity and collaboration, we encourage you to apply.

ABOUT THE POSITION

The **City of Redwood City** invites you to apply for the position of **Permits Technician**. Under supervision of the Senior Building Inspector/Permit Counter Supervisor, the Permits Technician is responsible for processing a variety of permits; and providing general information to the public at the public counter and by telephone. The Permits Technician is an integral member of Redwood City's Counter Team.

Duties may include, but are not limited to the following:

- Provide internal customer service and to the public at the Community Development & Transportation Services counter; explain ordinances and procedures to owners, contractors, developers, and the general public.
- Issue permits of all types of construction and use, to include checking plot plans for size of lot, set back of house, side yards, and location of sidewalks.
- Review application requests by phone, email, and over the counter.
- Accept plans for plan check and verify accuracy and completeness for information; assist Engineering and Construction with record keeping, haul permits, wide load permits, sewer lateral including Planning, Building and Code Enforcement permits.
- Compile and report statistical information; maintain files on maps and records; operate specialized permitting software.
- Input a variety of information into the computer system including inspection requests.

THE IDEAL CANDIDATE

The ideal candidate must be a team player that will be committed to the department's mission of building a great employee community together and will embrace the City's emphasis on excellent customer service and values-driven management. The Permits Technician will be detail-oriented and will manage multiple tasks and perform the full scope of assigned work duties; will successfully use initiative and independent judgment; possess an International Code Council (ICC) Permit Technician certification; build and maintain positive working relationships with co-workers, other City employees and the public.

BUILD A GREAT COMMUNITY TOGETHER



BENEFITS

The successful candidate will enjoy the following benefits:

- **Public Employees Retirement System (PERS)** 2%@60 for current “classic” members, 2%@62 for new members
- **Health Insurance** opportunity to select from a variety of **health plans** that are administered by PERS; 2026 Maximum City contribution is **\$2,461.99/month**.
- **Dental & vision** insurance: City pays 95% of premium.
- **Employee Assistance Program**
- **Vacation** leave: 10-25 days/year
- **Sick leave:** 12 days per year
- **Holidays:** 18 paid holidays/year
- **Fitness center** access at City facilities
- **Commuter program** available (6 minutes’ walk from Caltrain)

Core Values: *To serve and enhance Redwood City’s community, our employees strive to carry out a set of Core Purpose and Values*



MINIMUM QUALIFICATIONS

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

Education:

Education equivalent to completion of high school supplemented by courses and/or seminars in business, management, communication, engineering, building, and/or planning.

Experience:

Minimum of two years of progressively responsible experience in an engineering, building or planning department of a public agency, construction office, or other similar agency.

Licenses & Certificates

- A valid California Driver’s License and a satisfactory driving record are required.
- Possession of an International Code Council (ICC) Permit Technician certification is highly desirable.

Knowledge of:

- Permits processing and procedures in a public agency.
- Records management practices; general office practices and procedures.
- Organization and departmental procedures and processes.
- Guiding property owners obtaining building permits.

Ability to:

- Understand general information on plans submitted with permit application.
- Understand and effectively explain the city ordinances, regulations and procedures.
- Maintain records neatly and accurately.
- Interact effectively and courteously with members of the public.
- Compile and tabulate data.
- Operate a variety of office equipment and computer software.
- Update forms and records.
- Maintain and administer an inspection scheduling system.
- Perform basic fee calculations, and simple over the counter plan reviews.
- Learn quickly and take notes when shadowing in house training.
- Work harmoniously in a team-oriented atmosphere.
- Perform the essential job functions of the classification.

APPLICATION PROCESS

Applications submitted without the below requirements will not be considered.

- 1) Completed CalOpps application and supplemental questionnaire
- 2) Copy of International Code Council (ICC) Permit Technician certification, if applicable.

Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including the following: Criminal History Check, Department of Justice Fingerprint Check, DMV Check and reference check.

BUILD A GREAT COMMUNITY TOGETHER



**SUPPLEMENTAL QUESTIONNAIRE
PERMITS TECHNICIAN #26A-14
CITY OF REDWOOD CITY**

Please provide answers to the following questions. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position. (Questionnaire responses must be submitted with the employment application.)

- 1) Describe relevant experience you may have as it relates to the position of Permits Technician. Such as performing plan reviews or the plan review process.
- 2) Describe your experience with permitting software and electronic plan submittal, if any. If you have no experience, please write N/A.
- 3) Do you have the desired International Code Council (ICC) Permit Technician certification? Or any relevant ICC certification? If so, please attach a copy to your application.

Fine Print. [The City of Redwood City is proud to be an Equal Opportunity Employer!](#) The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire. Depending on the number of applications, the above process may be altered. NOTE: The provisions of this bulletin do not constitute an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice