

BUILDING PERMIT TECHNICIAN

DEFINITION

Under direction, to provide building code information to the public; to perform plan checks and issue inspections for obtaining permits; to encourage and enforce compliance with regulations applicable to the construction and maintenance to buildings and related structures; and to determine that plans submitted are complete and in compliance with code; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

This is a single-level classification in support of the Building Inspector Series. Incumbents in this class perform the less complex plan reviews; issues permits; and provides the public with information regarding County building regulations.

REPORTS TO

Building Official.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:
Inspect both commercial and residential plans for completeness and code compliance; provide contractors, architects, engineers, builders, and general public with specific information to comply with the building, plumbing, electrical, and mechanical codes, and related County regulations; issue various permits and assign appropriate inspections; review the processing of building permits and plans; answer questions regarding residential building permits and related processing information; compile price totals on completed plans by the department; extract and compile key paperwork pertinent to building permits and field inspections; inform contractor of plan ready status; plan check commercial tenant improvements and residential remodels and additions; review minor plans in all areas including building, structural, electrical, mechanical, plumbing, and simple fire codes; calculate and collect appropriate permit fees; answer questions relating to building permit issuance from contractors, developers, engineers, architects, property owners and the general public both over the phone and at the front counter; maintain and update the computerized land management system; maintain parcel map books; assign addresses; assist in developing and maintaining

information handouts on current fees, new ordinances, and changes in codes and regulations; handle various public complaints and inquiries; maintain confidentiality; other duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; ability to climb, stoop, crouch and kneel; crawl through various areas requiring moving on hands and knees; walk on sloped ground and uneven surfaces; lift and move object weighing up to 50 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, outdoor, and driving environments; work is performed in varying temperatures; exposure to dust, chemicals, and gases; exposure to hazards such as moving machinery parts, electrical current; frequent contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Practices and materials used in the general construction trades.
- Accepted safety standards and methods of building construction.
- Building and related codes and ordinances enforceable by the County.
- Uniform Building, Plumbing, Mechanical and Electrical Codes.
- Principles of mathematics related to the building trades.
- Federal, State, County and local codes and ordinances relating to construction and structural requirements.
- Computer knowledge and skills.
- Blueprint and plan reading.
- Principles and procedures of record keeping.

Ability and willingness to:

- Learn and apply methods and practices of reviewing all phases of commercial and residential construction.
- Learn and apply building and related codes and ordinances enforced by the County.
- Detect deviations from laws, regulations and standard construction practices.
- Read building plans.
- Ability to interpret and explain building plans, specifications and building codes.
- Make mathematical calculations quickly and accurately.
- Communicate effectively both orally and in writing.
- Provide advice on standard construction methods and requirements.

- Enforce regulations with firmness and tact.
- Prepare clear and concise written reports.
- Deal tactfully and courteously with the public.
- Establish and maintain cooperative working relationships.
- Use computers.
- Maintain confidentiality.

Training and Experience: Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities might be:

Two (2) years experience providing support in the Community Development Department, Building Division, with specialized training in building trades or related fields.

Two (2) years experience in a construction-related field.

An AA Degree in Construction Technology or related field is highly desirable.

Special Requirements:

- Possession of a driver's license valid in California.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents will be required to follow instructions and to perform other job related duties as may be required.

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Salary Range 56