



CITY OF LAKEPORT

PERMIT TECHNICIAN

Job Description

DEFINITION

Under supervision of the Community Development Director or other professional staff as assigned, the Permit Technician performs a range of technical work involving the processing of building, engineering, planning and other citywide permits; reviews applications and plans for completeness and compliance; prepares cost estimate and maintains complex records; assists in the administration of the City's code enforcement program and performs other related work as necessary including some field work.

CLASS CHARACTERISTICS

This position is the technical level in the planning and building series required to have planning and building knowledge. This class is characterized by varied clerical and administrative tasks normally performed with a relatively high level of independence. The class directly supports the Community Development Department.

ESSENTIAL FUNCTIONS

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Provides customer service information regarding permit procedures and policies to the public over the counter, telephone and by email.
- Prepares standard written correspondences in response to routine public inquiries.
- Receives and processes permit applications and forms.
- Calculates and collects fees, and issues permit in accordance with established procedures.
- Performs data-entry and maintains records utilizing electronic and manual record keeping systems.
- Reviews:
 - Minor construction plans such as patio covers, swimming pools, solar systems and other small improvement.
 - Small development permits such as zoning permits, signs, home occupations and minor architectural and design review
 - Business license applications for zoning and land use compliance
 - Encroachment, bond releases and deferral of improvement agreements.
- Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of City zoning and related municipal codes and ordinances; work directly with complainants and property owners to resolve problems and obtain compliance.
- Perform a variety of office and field work in support of the City's code enforcement program; enforce compliance with City regulations and ordinances including those pertaining to zoning, land use, nuisance abatement, building codes, health and safety, and other matters of public concern.
- Performs related duties as required.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities

necessary for satisfactory job performance. Example combinations include graduation from high school or equivalent, including or supplemented by experience in one or more of the general building trades, construction or related field.

Knowledge, Skills, and Abilities

Knowledge of:

- Construction practices and procedures used in the general construction trades.
- Permit issuance processes
- Inspection methods and procedures.
- Principles of mathematics related to fee determination, fiscal record keeping, and the building trades.
- Municipal planning and zoning codes
- Building and fire codes
- Basic engineering standards
- Modern office procedures, methods, and equipment including computers and supporting word processing and spreadsheet applications.

Ability to:

- Perform a variety of technical application in-take, permit issue, and enforcement support work for the Community Development Department.
- Read, interpret, and explain documents, applications, and codes related to the functions of building, planning, code enforcement and engineering.
- Conduct a wide scope of investigations related to land use, building, and health and safety violations and interpret laws and regulations related to nuisance abatement.
- Analyze a variety of information and determine appropriated resolutions to problems and/or enforcement actions.
- Communicate effectively both orally and in writing
- Prepare clear and concise reports.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm, manner.
- Represent the Community Development Department in a courteous and professional manner.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines. Constantly demonstrate cooperative behavior with colleges, supervisors.

Special Requirements

- Possession of, or ability to obtain, and appropriate valid California Driver's License
- Possession of, or ability to obtain, ICC Certification as a Permit Technician within two (2) years from date of hire.
- Possession of, or ability to obtain, either American Association of Code Enforcement Certification or Certified Code Enforcement Officer designation through the California Association of Code Enforcement Officers within one (1) year from date of hire.

PHYSICAL PROFILE:

CATEGORY II – MODERATE PHYSICAL EFFORT

DEFINITION

Work assignments for this category require moderate physical exertion associated with the ability to lift, carry, push, pull or climb.

CHARACTERISTICS

Classes in this category require a physical capability for sustained physical work of a moderate nature. Physical requirements may vary from position to position, but do not require the strength and endurance usually associated with heavy physical effort. Moderate physical effort is required while performing tasks such as general automotive repair work, painting, supervision and restraint of juveniles, etc.

OTHER FACTORS:

Lifting Moderate: Lifting 50 pounds maximum with frequent lifting, pushing, and/or carrying of objects weighting up to 25 pounds.

Climbing: Ascending or descending ladders, ramps, scaffolding, poles and the like; using feet and legs and/or hands and arms.

Reaching: Reaching above the shoulders to place and/or retrieve objects.

Walking: Ability to walk for prolonged periods of time (usually a minimum of two or more hours per day.)

Standing: Ability to stand with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Sitting: Ability to sit with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Agility: Ability to move quickly and easily often including the ability to crawl, stoop or bend.

Distant Vision, Acceptable for Driving: Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.

Temperatures: Works in temperature sufficiently high or low to cause marked bodily discomfort.

Fumes: Potential inhalation or contact with smoke, vapors, dust or gasses.

Work Environment – Outdoors: Ability to work outdoors in all types of weather conditions.

Work Environment – Moving Objects: Ability to work around moving objects, machinery or vehicles.

Work Environment – Surfaces: Ability to walk on slippery or uneven surfaces.

Heights: Ability to work on surfaces above 20 feet.

CLASS RANGE NO.	
FLSA	Non-exempt
ADOPTION DATE	09/05/2017
REVISION DATE	
APPROVED BY:	