

## CLASS SPECIFICATION



**CLASS:** Permit Technician  
**ALLOCATION:** Community Development & Services Agency  
**FLSA STATUS:** Non-exempt  
**UNION AFFILIATION:** YCEA

**ESTABLISHED:** November 2003  
**REVISED:** March 2014

---

### **JOB SUMMARY:**

Under general supervision provide responsible and technical front counter and office support, answering questions related to permit and building inspection activities; provide advice and assistance to applicants; receive and review building permit applications, issue permits and perform related work as assigned.

This is the journey level in the permit technician series.

### **CLASS CHARACTERISTICS:**

This position reports directly to Supervising Building Official. This class is distinguished from the Senior Permit Technician in that the latter handles the most complex duties requiring a higher degree of knowledge of permitting, building and planning processes and provides lead direction, training and work review to the Permit Center functions.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Provide general information, instructions and requirements related to permit processing for building, plumbing, and electrical, mechanical and related building codes.
- Explain complex codes, ordinances, regulations and requirements to owners, contractors and the general public.
- Assist the public in completing permit applications and issue permits as authorized.
- Receive and review permit applications and attachments for appropriate approvals, accuracy and completeness.
- Resolve or assist in resolving difficult or complex permitting issues; refer to professional level staff as needed.
- Compute project costs and permit fees; collect monies and account for fee payments and perform related accounting functions.
- Prepare and issue routine permits.
- Update database for permit tracking; enter, modify and review data in computer system.
- Track inspection activities and permits for timely processing; compile and maintain accurate records and prepare periodic reports as required.
- Train or assist other staff on policies, processes and procedures for obtaining required permits.
- Maintain accurate records and files of work performed.

#### **Important:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.

### **EMPLOYMENT STANDARDS:**

#### **Knowledge of:**

- Principles and processing for providing customer and personal services, including customer needs assessment, meeting quality standards for service and evaluation of customer satisfaction.
- Basic building codes, general procedures and rules of the building permit process.
- Basic building inspection procedures and requirements.
- Available resources and materials related to planning and building code requirements.
- Applicable laws, codes and regulations.
- Basic mathematics.
- Computer applications involving the design and management of databases or spreadsheet files and the development of special report formats.
- Modern office practices and procedures including filing and record keeping.
- Structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.

**Skill in:**

- Interpreting, applying and explaining applicable codes and regulations.
- Reading and interpreting a wide variety of plans and specifications, relevant to issuing permits.
- Effectively using tact, patience, courtesy, discretion and prudence in dealing with those contacted in the course of the work.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, often when they are distraught or in high-stress situations.
- Maintaining accurate records of work performed.
- Performing detailed research of records and archived materials.
- Understand and implementing verbal and written instructions.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Identifying customer needs and providing excellent customer service.
- Recognizing questions and situations outside area of responsibility and referring them to the appropriate person.
- Compiling and summarizing information and preparing periodic or special reports.

**Ability to:**

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Understand technical documents and explain regulations, policies and procedures related to the building permit and inspection process.
- Use initiative and independent judgment within established procedural guidelines.
- Communicate effectively, both verbally and in writing.
- Exercise appropriate judgment in answering questions and releasing information.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Mobility to drive a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- Generally a typical office environment.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Licenses and Certification:**

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.
- Must obtain certification from the International Code Council (I.C.C.) as a Building Inspector or Permit Technician within two years as required by Health & Safety Code Section 18949.28(a) or subject to dismissal.
- Maintain professional development and continuing education activities for ongoing certification as required by position.

**Special Requirements:**

- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Education and Experience:**

**MINIMUM:** Graduation from high school; and two years of related experience in the building trade, construction industry or in a community development agency OR possession of an I.C.C. Building Certificate. Related college education may be used to substitute for all or some of the required experience.

**PREFERRED:** In addition to the minimum, I.C.C. certification as a Permit Technician, additional I.C.C. Building Certifications and additional related experience in a public agency planning or building department.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Building Approval: Marty Griffin  
Date:

EEOC: F  
WC: 8810.1

Human Resources Approval: Iva Seaberg  
Date:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_