

CLASS SPECIFICATION



CLASS: Senior Permit Technician
ALLOCATION: Community Development Services Agency
FLSA STATUS: Non-Exempt
UNION AFFILIATION: YCEA

ESTABLISHED: January 2004
REVISED: April 2017

JOB SUMMARY:

Under general supervision, provides assistance to the general public in the technical review of permit applications, building inspection and plan checking processes and requirements for the Building Department; receives, processes, and issues permits; tracks and coordinates in the processing of more complex permits; resolves permits or interrelated project conflicts; provides lead direction and technical assistance and training to Permit Center staff; and performs related work as assigned.

This is the advanced journey level in the permit technician series.

CLASS CHARACTERISTICS:

This position reports directly to a Supervising Building Official. This class is distinguished from the Building Inspector series in that the latter performs professional, commercial, industrial and residential building safety field site inspections.

EXAMPLES OF DUTIES:

Essential:

- Provide quality customer service, direction and technical assistance to staff and the public regarding permit and plan checking requirements and procedures.
- Perform the more complex functions related to the County's development and permitting processes; resolve or assist in resolving difficult or complex permitting issues that do not require referral to technical or professional level staff.
- Provide lead direction, training and work review to assigned staff; organize and assign work, set priorities and follow-up to ensure completion of assigned duties.
- Review, interpret, and explain applicable local, state and federal planning, engineering and building codes, ordinances, standards and guidelines and provides direction to staff and the public.
- Review applications, documents and plan submittals for appropriate approvals and required attachments to assure accuracy and compliance with pertinent laws and established criteria.
- Log and route complex applications to proper professional staff; coordinate and track applications to ensure timely processing.
- Perform minor plan check reviews; issue minor planning, engineering and building permits.
- Calculate permit processing and mitigation fees, provide fee estimates as requested, collect records and balance permit fees.
- Research community development issues through specialized database permit tracking management programs; review, enter, and modify database information as needed.
- Update database for permit tracking; enter, modify and review data in computer system.
- Research, review and compile data for special projects and various reports.
- Recommend and participate in implementation and improvement of policies and procedures; maintain manuals and update resource materials.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use standard office equipment, including a computer, in the course of the work.

EMPLOYMENT STANDARDS:

Knowledge of:

- Permit and plan checking procedures, rules, regulations and guidelines for processing basic to complex actions.
- Local, State, and Federal building, zoning, engineering and planning codes and regulations related to the permit process.
- Building inspection and minor plan checking procedures and requirements.

- Available resources and materials related to planning and building code requirements.
- Computer applications involving the design and management of databases or spreadsheet files and the development of special report formats.
- Basic mathematics.
- Principles and practices of record keeping and file maintenance.

Skill in:

- Interpreting and applying permitting rules, codes and regulations.
- Understanding complex construction plans and specifications.
- Effectively resolving customer service issues according to policies and procedures.
- Providing lead direction over assigned staff including planning, directing and reviewing the work of others on a project or day-to-day basis.
- Training others in work procedures, individually and in group settings.
- Observing, identifying and problem solving issues with staff and the public.
- Using initiative and independent judgment within established procedural guidelines.
- Performing fiscal recordkeeping functions related to the collection of permit fees.
- Reviewing detailed documents for completeness, accuracy and compliance with regulations to ensure sufficiency for processing.

Ability to:

- Respond to and assist with the resolution of difficult and sensitive development related inquires and complaints.
- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Communicate effectively, both verbally and in writing.
- Establish and maintain cooperative working relationships with co-workers and the public.
- Make mathematical calculations quickly and accurately.
- Maintain accurate and interrelated technical records.

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.

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.
- Possess and maintenance of an International Code Council (I.C.C.) Certificate as a Permit Technician or Building Inspector within one year of employment.

- 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: Equivalent to graduation from high school and four years of related experience in the building, planning, or construction industry and at least one year of experience equivalent to the County's class of Permit Technician. Related college coursework with a concentration in building, construction, engineering or planning, may be substituted for the related experience on the basis of 1 college unit for .8 months of experience.

PREFERRED: In addition to the minimum, possession of an I.C.C. Certificate as a Permit Technician or Building Inspector and up to one year additional direct 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.

Dept Approval:
Date:

EEOC: C
WC: 8810.1

Human Resources Approval:
Date:

Signature: _____

Signature: _____