

## **BUILDING TECHNICIAN I**

### **DEFINITION**

Under general supervision, to provide customer assistance with building plan review and permit applications; to intake and check for completeness of building and civil plans and to distribute to other departments and building plan checking; to receive applications and calculate fees; to issue over-the-counter permits; to perform basic plan checks for non-complex projects and minor residential additions and alterations; to provide organizational and technical support to the Building Inspection Division; to perform a variety of fiscal, statistical, and office support work; and to do related work as required. Serves as Disaster Service Worker. FLSA Status: Non-exempt.

### **DISTINGUISHING CHARACTERISTICS**

This is a fully experienced working level Building Technician classification. Incumbents perform specialized duties in receiving plans and permit applications, calculating fees, and providing federal, state, and local building, life, health, and safety information to the public as well as perform a variety of office, administrative, and fiscal support assignments. Incumbents are expected to be familiar with the policies, requirements, and procedures of the Building Division. Incumbents are also expected to prepare legal documents for structure abatements and follow abatement procedures.

### **REPORTS TO**

Assistant City Manager/Community Development Director.

### **CLASSIFICATIONS SUPERVISED**

This is not a supervisory class.

### **ESSENTIAL FUNCTIONS**

Reviews permit applications, calculates fees, and issues permits for the Building Division; answers inquires and provides information about permit application procedures, fees, and requirements, referring customers to other department staff when necessary; issues over-the counter permits according to federal, state, county, and City codes, laws, and regulations; issues certificate of occupancy for commercial projects upon approval; researches property and building permit history for individuals and companies; reviews contractor license, engineer license, and architect license information and approvals for business licenses and building permits; reviews documentation for a variety of commercial and residential projects, checking for completeness, logging data, calculating fees, and distributing documents to appropriate staff; orders and maintains supply inventories; receives building plans, calculating plan check and building permit fees for plan submitted for review and noting type of

construction and square footage or evaluated costs; types reports, letters, purchase orders, legal documents, and a variety of other documents; assigns new residential and commercial addresses; maintains and updates a log of building plans being reviewed by the Building Division; contacts other agencies or individuals to obtain documents or information; checks building plans and issues building permits for minor residential additions and alternations, utilizing standards and design aids; complies and verifies statistical and/or financial data for various reports; maintains records and files of building plans and documents; responds to public inquires regarding status of keeping; performs a variety of office and administrative work for the department; and operates office equipment.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; 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 an office environment; frequent contact with other staff and the public.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Building materials and modern methods of building construction.
- All federal, state, county, and local building, life health, and safety codes and standards.
- Operations, procedures, and requirements of the Building Inspection Division and other related departments and agencies.
- Addressing, building plans, blueprint, site plans, maps, and civil drawings.
- Modern office methods and procedures.
- Computerized record keeping and fiscal systems.
- Mathematics related to the calculation of permit fees.
- Public relations techniques.
- Computers, word processor, spreadsheet, and database.

#### **Ability to:**

- Apply knowledge and follow proper inspection techniques.
- Maintain systematic records.
- Read and interpret blueprints and plans.
- Advise on standard construction methods and requirements.
- Maintain cooperative working relations with firmness and tact.
- Quickly obtain codes and ordinances related to the issue of building and other permits and interpret and explain permits upon request.

- Perform basic plan checks for non-complex projects.
- Interpret City code enforcement requirements and interpret and explain applicable codes and ordinances.
- Perform complex, technical support work in the issue of City building permits.
- Perform a variety of fiscal, administrative, and office support work.
- Make arithmetical calculations quickly and accurately.
- Communicate effectively both orally and in writing.
- Prepare clear and concise written reports.
- Deal tactfully and courteously with the public.
- Establish and maintain cooperative working relationships.

**Training and Experience:**

- Two (2) years of responsible work experience in building design and plan checking support work, providing public assistance with the receipt of applications and the issue of permits including experience with computers, work processor, spreadsheet, and database.

**SPECIAL REQUIREMENTS**

- Possession of ICBO certification as a Building Permit Technician.

**Education:**

- Equivalent to graduation from high school.

**License:**

- Possession of a valid California driver's license.

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