

## **BUILDING PERMIT TECHNICIAN II**

### **DEFINITION**

Under general supervision, to provide customer assistance with building plan review and permit applications; to distribute building plans for 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. Bargaining Group: Miscellaneous Unit.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced worker level classification in the Building Permit Technician series. This level is distinguished from Building Permit Technician I by the exercise of more complex responsibilities and greater expertise pertaining to the policies, requirements, and procedures of the Building Division. Incumbents perform specialized support work in receiving permit applications, calculating fees, and providing information to the public as well as perform a variety of office, administrative, and fiscal support assignments. May function as the lead worker in the Building Division in special circumstances and may assist/train Building Permit Technician I, Administrative Assistant I/II, or Office Assistant as needed.

### **REPORTS TO**

Public Works/Community Development Director, Chief Building Official/Fire Code Official, or as assigned.

### **CLASSIFICATIONS SUPERVISED**

This is not a supervisory class.

### **ESSENTIAL FUNCTIONS**

Provides a variety of customer assistance in receiving permit applications, calculating fees, and issuing permits for the Building Division; answers inquiries 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; researches property and building permit history for individuals and companies; reviews contractor license information and approvals for business licenses and building permits; receives documentation for a variety of commercial and residential projects, 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 plans 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 from rough draft or copy; 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 alterations, utilizing applicable standards and design aids; compiles and verifies statistical and/or financial data for various reports; maintains records and files of building plans and documents; responds to public inquiries regarding status of submitted projects and provides general information; inputs fee data for computerized record keeping; performs a variety of office and administrative support work for the department; operates office equipment; and performs any additional duties associated under the authority of the required certifications.

### **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 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 an office environment; frequent contact with other staff and the public.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Building materials and modern methods of building construction.
- All building codes, Title 24, and zoning ordinances.
- Operations, procedures, and requirements of the Building Inspection Division.
- Building plans, blueprints, 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 processors, spreadsheets, and database.

#### **Ability to:**

- Maintain systematic records.
- Read and interpret blueprints and plans.
- Advise on standard construction methods and requirements.
- Maintain cooperative working relations with builders, contractors, and the general public.
- Enforce necessary regulations with firmness and tact.

- Quickly obtain basic knowledge of codes and ordinances related to the issue of building and other permits.
- 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.

**Education/Training and Experience:**

Any combination of training and experience which would provide the required knowledge and abilities listed above is qualifying. A typical way to obtain this knowledge and these abilities would be:

**Education/Training:**

- Equivalent to graduation from high school.
- AA or BA degree in construction technology, civil engineering, blueprint reading and drafting, building inspection, or related field is highly desirable.

**Experience:**

- Three (3) years of increasingly 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, word processors, spreadsheets, and database; or
- Two (2) years of increasingly responsible work experience as a Building Permit Technician I with the City of Atwater.
- One (1) year of experience may be substituted with an AA degree, or two (2) years of experience may be substituted with a BA degree in construction technology, civil engineering, blueprint reading and drafting, building inspection, or related field.

**License:**

- Possession of a valid California driver's license.

**SPECIAL REQUIREMENTS**

- Possession of current International Code Council (ICC) Permit Technician certification, or equivalent. Must be able to renew certification as required.

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12-13-21