

SENIOR PERMIT TECHNICIAN

DEFINITION

To perform lead, advanced, technical, and paraprofessional work involved in the receipt, processing, and review of building permit applications and other related applications for all phases of construction; performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Under general supervision the incumbent may exercise indirect supervision over staff within the Division.

DISTINGUISHING CHARACTERISTICS

The Senior Permit Technician is distinguished from the Permit Technician by a broader scope of activity, level of independent action, while still performing work of the lower classification. The incumbent performs the full range of duties in the permit technician series and prior work experience in the processing and issuance of permits is required. Incumbents are required to possess and maintain the Permit Technician certification through the International Code Council at the time of appointment. Incumbents are expected to have full knowledge of codes, procedures, rules, and guidelines related to the area of responsibility.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Essential

Perform the full range of duties related to review, processing, and issuing of permits; providing lead and advanced work enforcing code and monitoring compliance procedures in all phases of construction.

Coordinates plan review; monitor and coordinate project submittals; review plan check for consistency; compile plans and blueprint comments; review annotations and comments with applicants; facilitate pre and post application conferences for permit submittals.

Perform routine plan checks for compliance with established criteria; serve as the permit coordinator.

Utilize fee schedules and designated calculations such as square footage to determine values; calculate and assess preliminary and final fees; collect, record, and balances permit related monetary transactions.

Perform extensive responsible and complex computerized data entry, data organizations and record access.

Provide information and instruction regarding building and planning review, zoning, permitting processes and common code issues.

Participate in the administration of assigned activities; may recommend and participate in the implementation of policies and procedures.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of the Uniform Building Code, Uniform Plumbing, Uniform Electrical, Uniform Mechanical and Uniform Housing Codes.

Plan check, zoning, code administration, and permit approval processes and procedures.

Building construction practices and materials; construction drawings, plans, drafting symbols, customs and techniques.

Blueprint reading and interpretation; basic mathematics.

Land measurement and legal descriptions; applicable local, state, and federal codes, regulations, requirements.

Modern office procedures, methods, including automated permit management systems, and equipment including computers, computer applications such as word processing and spreadsheets.

Ability to:

Review and interpret laws, policies, procedures, regulations, maps, specifications, site, and building plans, graphs and statistical data.

Effectively perform advanced, paraprofessional, and technical work involved in the receipt, processing, and review of building permit applications; issue building and related permits.

Act as lead and coordinate workflow; read, understand, implement, and explain technical information including plans, specifications, blueprints, and associated comments and annotations.

Perform routine and complex arithmetic calculations with speed and accuracy.

Communicate effectively both verbally and in writing; compile and summarize data, prepare and compose reports, correspondence and other written materials with brief instructions.

Maintain accurate records, operate and use modern office equipment including a computer and various software applications.

Establish and maintain effective working relationships with those contacted in the course of the work.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the

required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of responsible experience in building construction trades or municipal government and/or public works inspection, building permit processing, land use regulations, drafting, or plan review for a public agency.

Education:

Equivalent to completion of the twelfth grade supplemented by specialized training and education related to building, plumbing, mechanical, electrical and/or zoning codes.

REQUIRED LICENSE and CERTIFICATE:

Must possess and maintain a valid California Driver's license. Possession of the International Conference of Building Officials certification as a Permit Technician on appointment date.

PHYSICAL REQUIREMENTS:

The work requires a combination of the following physical requirements depending upon a given task, on a given day: 3 to 6 hours of walking; up to 3 hours of sitting, standing, bending, crouching, stooping, kneeling, crawling, climbing, balancing, twisting, turning, jumping, reaching forward and overhead, grasping (firm and light), pinch grasping; less than 3 hours of lifting 11 to 50 lbs.; 3 to 6 hours of lifting less than 10 lbs; 3 to 6 hours of carrying less than 50 lbs.; less than 3 hours of face-to-face contact, verbal contact, hearing conversations or on the telephone, finger dexterity, eye-hand-foot coordination, accommodation; vision accuracy (near and far), depth perception, field of vision, and color vision.

MENTAL REQUIREMENTS:

The work requires a combination of the following physical requirements depending upon a given task, on a given day: taking, interpreting, comprehending and following detailed uninvolved instructions and one or two step instructions; simple to complex reading, writing, and math skills; spatial, forming, clerical, synthesizing, coordinating, analyzing, compiling, computing, copying, comparing, mentoring, negotiating, instructing, supervising, persuading, speaking-signaling, serving, setting-up, precision work, driving or operating, manipulation; performing simple, repetitive, tasks to varied, complex tasks; maintain work pace; influence and relate to other people; generalizing, evaluating; responsibility for direction.

WORK ENVIRONMENT:

Work is performed indoors and outdoors with exposure to extreme heat and cold, unprotected heights, change in temperature/humidity, dust, fumes, smoke, gases, excessive noises, solvents, grease, oil; moving machinery; slippery/uneven surfaces; below ground; using a computer and other office equipment; working alone; working around or with others; hard hat required.