

CITY OF MADERA
PERMIT TECHNICIAN

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction, reviews applications for and issues permits in accordance with building, zoning, mechanical, plumbing, electrical, housing and related codes and regulations governing the construction, alteration, repair and use of buildings and structures; provides excellent customer service for customers of the Community Development customer counter; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Permit Technician** is the journey level class responsible for performing a variety of technical and administrative duties under minimal supervision including calculating fees; reviewing permit applications; explaining laws, codes, ordinances and processes to permit applicants and the general public; issuing permits; and coordinating permit files.

SUPERVISION RECEIVED/EXERCISED:

Receives supervision from the Chief Building Official and direction from the Plans Examiner.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Reviews permit applications for buildings and related construction involving installation, repair, replacement and alteration for compliance with applicable codes and regulations; prepares building, mechanical, plumbing and electrical permits.
- Reviews applications for completeness and researches application and permit status; explains required inspections and construction requirements to owners, architects, engineers, contractors and the public; prepares and maintains records and files for monitoring deficiencies and status of compliance.
- Acknowledges and records complaints of unauthorized building construction work; coordinates responses to inquiries from the public, outside agencies or City Departments through the Chief Building Official and other staff as needed.
- Provides information to the public about the methods of construction and permit application procedures.
- Performs “over-the-counter” plan reviews for simple projects such as patio covers and minor tenant improvements of non-structural components.

- Establishes positive working relationships with contractors, developers, state/local agencies and associations, City management and staff, and the public.

WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when operating assigned equipment, and acute hearing is required when providing phone and face-to-face service. The need to lift, carry, pull and push tools, supplies and other equipment weighing 25 pounds or more is also required. Training for the position may entail working in situations that may expose the employee to fumes or airborne particles, electrical shock or mechanical hazards. Such training may also require the incumbent to climb ladders, drive motorized vehicles, and work in heavy vehicle traffic conditions. The incumbent will often work with constant interruptions.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Permit Technician**. A typical way of obtaining the required qualifications is to possess:

A high school diploma or equivalent and two years of increasingly responsible administrative experience in an engineering, building, planning or similar office that provided experience reading, interpreting, and applying regulations, laws, codes, ordinances or similar information;

-OR-

An Associates Degree in architecture, planning, zoning, construction technology or closely related field and one year of experience involving public contact and customer service.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license. Possession of a Building Permit Technician certificate by a recognized code publishing organization such as the International Code Council, (ICC) is desirable but not required.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Principles, practices and methods used in various land use and building construction areas, including plumbing, electrical and mechanical; California construction codes such as the California Building Code, Energy Code, etc.; other applicable federal, state and local laws, codes and regulations including laws, ordinances and codes related to

building construction and zoning; computer applications including word processing; public relations techniques and procedures; operational characteristics and use of standard equipment used in building inspection and the building trades; occupational hazards and standard safety procedures.

Ability to:

Read and interpret simple plans; read, interpret, understand, apply and explain in layman's terms applicable laws, codes, ordinances, regulations and similar regulations; communicate clearly and concisely, both orally and in writing; handle multiple customers in a fast-paced environment; create and maintain complete logs for projects; establish and maintain effective working relationships.

Skill to:

Effectively operate office equipment, including phones and a variety of computer software.

Adopted 8/17/2016
Formerly Building Permit Technician