



PERMIT TECHNICIAN SENIOR PERMIT TECHNICIAN

AGENCY/DEPARTMENT:
Various/Various

Approved By HR Director: Linda Matthews
Date Approved: 07/12/2005
Date of Last Revision:

Reports to: Varies
Supervises: N/A

JOB SUMMARY: Under general supervision, performs technical work involving the processing of building, engineering, fire, and planning permits; reviews applications and plans for completeness and compliance; prepares cost estimates and maintains complex records; and performs other related work as necessary.

DISTINGUISHING CHARACTERISTICS: The Permit Technician class performs journey level permit processing and assistance. It is distinguished from the Senior Permit Technician by the latter's responsibility for lead direction of the Permit Technicians and the handling of more complex technical permit issues.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Provides customer service and information regarding permit procedures and policies to the public over the counter and by telephone.
2. Receives and processes permit applications and forms; calculates and collects fees, and issues permits in accordance with established procedures.
3. Explains plan review corrections to architects, engineers and contractors and provides information in response to code-related inquiries.
4. Coordinates permit activities with building inspectors, other City departments, and outside agencies.
5. Responds to inquiries and/or permit discrepancies.
6. Performs data-entry and maintains records utilizing electronic and manual recording keeping systems.
7. Routes plans to other departments according to prescribed procedures.

WHEN ASSIGNED TO BUILDING, FUNCTIONS MAY ALSO INCLUDE:

8. Provides routine information relating to issuance of building, plumbing, electrical, and mechanical permits.
9. Reviews minor construction plans such as patio covers, swimming pools, and other small improvement projects.
10. Checks engineering computations and specific materials for accuracy and conformance with application regulations.
11. Receives requests for and schedules inspections.

WHEN ASSIGNED TO ENGINEERING, FUNCTIONS MAY ALSO INCLUDE:

12. Provides routine information regarding sewer and water mains, storm drains, easements, tract and parcel maps, survey map records and other documents to developers, realtors, and the general public.

13. Issues oversize load and traffic control permits after review for compliance of all applicable criteria.
14. Processes requests for occupancy.

WHEN ASSIGNED TO FIRE, FUNCTIONS MAY ALSO INCLUDE:

15. Issues Fire Department construction and fire code permits.
16. Processes fire protection and construction plans for residential, commercial, and industrial projects.
17. Performs code compliance reviews of minor fire protection projects.
18. Schedules appointments for plan checkers.

WHEN ASSIGNED TO PLANNING, FUNCTIONS MAY ALSO INCLUDE:

19. Provides routine information regarding planning, zoning, fees, and general plan information.
20. Reviews and processes business license applications for zoning and land use compliance.
21. Prepares standard written correspondence in response to routine public inquiries.
22. Reviews minor development plans such as patio covers, swimming pools, and other small improvement projects.

SENIOR PERMIT TECHNICIAN

IN ADDITION TO THE ABOVE, FUNCTIONS MAY ALSO INCLUDE:

23. Provides lead direction, work coordination, and training to Permit Technicians.
24. Acts as technical lead by handling the more complex technical permit issues with developers and the public.
25. Coordinates permit activities with departmental staff, other City departments, and outside agencies.
26. Liaisons with Information Technology staff regarding technical issues related to the automated permitting system.

QUALIFICATION GUIDELINES:

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. A TYPICAL COMBINATION INCLUDES:

PERMIT TECHNICIAN

EDUCATION/EXPERIENCE: High School diploma or recognized equivalent and one year of experience in office, field, or technical support work related to the area of assignment (i.e., Building, Fire, Engineering or Planning).

KNOWLEDGE OF:

- Permit issuance process.
- Municipal planning and zoning codes.
- Building and fire codes.
- Inspection requirements.
- Basic engineering standards and techniques.
- Basic principles of structural design.
- Basic concepts in construction methods and materials.

ABILITY TO:

- Process forms, applications, and plans for the issuance of permits.
- Review plans and specifications in compliance with applicable codes and standards.
- Interpret and apply codes, rules and regulations.

- Perform mathematical computations.
- Read and understand minor construction plans.
- Prepare and maintain accurate and complete documentation and records.
- Operate computer using relevant word processing, spreadsheet, database, and graphic software; entering and retrieving data with speed and accuracy.
- Interact and communicate effectively, both orally and in writing.
- Establish, maintain and foster positive, harmonious, and effective working relationships

DESIRABLE:

- Two years of experience in office, field, or technical support work related to the area of assignment (i.e., Building, Fire, Engineering or Planning).
- Public agency experience.
- Experience with automated permitting systems such as Permits Plus.
- College level coursework in engineering, architecture, urban planning or related field.

SENIOR PERMIT TECHNICIAN

EDUCATION/EXPERIENCE: High School diploma or recognized equivalent and two years of experience in the performance of work comparable to Permit Technician for a public agency related to the area of assignment (i.e., Building, Fire, Engineering, or Planning).

IN ADDITION TO THE KNOWLEDGE/ABILITY REQUIREMENTS OF THE PERMIT TECHNICIAN, THE SENIOR PERMIT TECHNICIAN REQUIRES

KNOWLEDGE OF:

- General technical aspects of automated permitting systems such as Permits Plus.
- Applicable federal, state, and local laws, codes, and regulations governing permit issuance.

ABILITY TO:

- Read and understand blue prints.
- Organize, coordinate and prioritize multiple projects.

DESIRABLE:

- College level coursework in engineering, architecture, urban planning or related field.

FLSA Exemption Status: Non-Exempt

Employee Unit: #5, Technical/Professional Services

DOT Program Participant: No

Job Family: Various

Class Progression: Permit Technician
Senior Permit Technician