

***CLASS SPECIFICATION
BUILDING PERMIT TECHNICIAN***

JOB PURPOSE

Under the supervision of the Building Official, to perform a variety of diverse and complex technical, administrative and clerical support tasks in the office and in the field. Process, review, and issue minor building permits. Perform certain types of building and code compliance inspections. Research issues related to building permits and code enforcement. Coordinate the permit review process with other departments and agencies as required for the approval of a variety of building permits.

EXAMPLES OF DUTIES

Essential Duties:

- Provides clerical support services to the Planning and Building Department, performing all of the duties as defined in the City of Scotts Valley Secretary II classification.
- Provides technical information regarding development, zoning, building and related code regulations to the public at the counter or over the telephone.
- Receives plans and other construction documents for review, and ensures that applications are complete and ready to process.
- Tracks, monitors and provides information regarding the status of building permits, plan checks, code enforcement and related issues to other departments and to the public.
- Calculates fees for the issuance of building, plumbing, electrical and mechanical permits.
- Issues basic building permits under the direction of the Building Official (examples may include but are not limited to water heater installation, reroof, minor tenant improvements, minor residential remodels and other simple building permits).
- Performs inspections associated with minor building permits and code enforcement.
- Keeps records and makes reports of permits issued and field and code enforcement inspections conducted.
- Performs research on issues related to building permits and code enforcement.

Marginal Duties:

- Performs related work as required.

EMPLOYMENT STANDARDS

Education, Experience and Licenses: Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be high school graduation or equivalent, and two years of experience in an office, with one year of experience working in the construction industry, the application of uniform building codes, the processing of building permits, and/or with zoning regulations.

Possession of a valid California Class C motor vehicle operator's license and a safe driving record.

Related training or certification in the ICC (International Code Council) Building or Permit Technician program is desirable and may be substituted for one year of the required office

experience, as specified above.

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Ability to:

- Perform the duties as outlined in the City of Scotts Valley Secretary II classification.
- Develop a detailed knowledge of the operations of the Planning and Building Department.
- Conduct field inspections independently.
- Learn and apply building code regulations.
- Learn and apply basic zoning regulations.
- Read maps, diagrams and blue prints.
- Maintain effective working relationships with other City employees, other agency employees, and members of the public.
- Communicate material of a diverse and complex technical nature effectively both orally and in writing.
- Work independently exercising good judgment and initiative.
- Work effectively and maintain a calm demeanor under stressful conditions and with frequent interruptions.

Knowledge of:

- Standard office operating practices and procedures.
- The operation of modern office equipment.
- Correct business English, including spelling, grammar and punctuation.
- Basic mathematics.
- Basic record-keeping and records retention systems.
- Basic research techniques.
- General knowledge of building permit process.

WORKING CONDITIONS

Environmental Conditions and Physical Requirements:

Positions in this class require ability to work indoors and outside; sit for long periods; type and use a computer and a variety of other office equipment; hear to serve the public in person and over the telephone; stoop, kneel, crouch, bend and reach, and climb a ladder in order to perform building and code enforcement inspections. Requires the ability to infrequently lift and carry a ladder weighing up to 50 pounds.

Approved by City Council: October 6, 2004