

PERMIT TECHNICIAN
\$26.1140 - \$33.3287 Hourly
\$51,601.26 - \$65,857.52 Annually

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect duties performed within the job.

DEFINITION

Under general direction performs paraprofessional and administrative duties for the operations of the Building Division of the Community Development Department. Provides permit-related information to internal and external customers. ICC Certification required. Incumbents in the class perform a variety of routine and technical tasks while issuing permits and reviewing permit applications. They coordinate the permit and plan check process which requires a full understanding of all applicable policies, municipal codes, procedures and work methods associated with assigned duties.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Chief Building Official. This position is based in the Community Development Department.

ESSENTIAL RESPONSIBILITIES

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties include but not limited to:

- Greets customers, schedules inspection appointments, and receives calls for information requests. Directs callers and/or provides the correct information to customers.
- Reviews applications and documents for building permits; reviews plan submittals for accuracy and completeness.
- Distributes and routes fees to other divisions, monitors status files and record.
- Verifies contractors' licenses, City business licenses, worker's compensation insurance, and property ownership.
- Calculates permit fees. Ensures all permit fees are paid or if deferred, that appropriate documentation is recorded.
- Interprets simple blueprints and building plans for processing and/or code compliance.
- Updates permit applications status in response to inquiries from staff and/or public.
- Reviews applications for completeness so that plans can be reviewed for accuracy and compliance with local, state and federal regulations and policies.
- Coordinates daily inspection schedule. Retrieves messages from the inspection message line and logs information into the computer. Verifies that the inspection needed is the correct one. Research, if necessary, the type of inspection required.
- Coordinates archiving of records.

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- Prepares and issues bills, receipts, letters, statistical reports and other forms, and schedules inspections in compliance with standardized requirements. Respond to public inquiries at counter, by phone and in writing.
- Performs basic mathematics duties.
- Displays effective public contact techniques in person, on the telephone and through written communications, including emails to staff and/or the public.
- Performs related duties as assigned.

Required Minimum Qualifications

These duties may customarily be associated with the position, but are not fundamental to its central function. These duties could be performed by another employee. They are as follows:

- Basic plan check and building permit approval process and procedure.
- Basic construction practices and concepts.
- Record management practices and general office operations knowledge which should include knowledge of what comprises a complete set of plans.
- Basic knowledge of the processes and procedures associated with construction permits; familiarity with building codes and construction terminology.
- Manual and automated filing and permit tracking systems and record keeping.

Ability to:

- Work on several tasks simultaneously, plan and organize workload and meet deadlines.
- Read and analyze simple plans and blueprints.
- Work independently within established policies and procedures.
- Operate a keyboard utilizing word processing, spreadsheet, e-mail and permit tracking software (HTE software desirable ability).
- Work safely following the safety rules, instructions and guides.

Education and Experience

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two years of responsible administrative experience involving extensive public contact and document processing, preferably one year with a public agency.

Education: High School Diploma or equivalent. College-level coursework in building code requirements is highly desirable.

Licenses and Certificates: Possession of an International Conference of Building Officials (ICBO) certification as a Permit Technician must be presented upon application submission.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

THE PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- On a continuous basis, sit at a desk or in meetings for long period of time.
- Perform simple grasping and fine manipulation.
- Communicate extensively through the use of a telephone, personal computer in written form and in person.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The consistent ability to report at a morning 8:00 a.m. report time and work an 8-hour shift.
- May be requested to visit sites with inspectors or supervisors to gain additional knowledge as on-the-job training in relationship to the related duties. A site generally requires walking up and down on various surfaces.

MENTAL DEMANDS

- The ability to deal effectively with very often difficult people with firmness and tact
- The ability to establish and foster cooperative working relationships with others contacted in the course of work.
- The ability to take direction.
- The ability to influence and relate to other people; generalizing, evaluating; responsibility for direction.
- Communicate and concentrate calmly in a multi-functional service counter with many diverse customer demands and requests.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Continuous basis, sitting at a desk for long periods, reaching around, and twisting to reach for equipment surrounding a desk.
- Environment may be fast-paced at times with customers waiting for service and others demanding service.
- Noise level preferred is moderately quiet. Noise level does adjust when several services are being performed by other staff.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

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Employees Signature

Date

Supervisor's signature

Date

Printed name of employee: _____

Printed name of supervisor: _____