

**COUNTY OF SOLANO**  
**CLASS SPECIFICATION**  
**BUILDING PERMITS TECHNICIAN II**

Effective Date of Revision: 12/12/2018

**CLASS SUMMARY:**

Under general supervision, incumbents in this class of Building Permits Technician II, perform a variety of technical duties to support the Building Division; assist engineers, architects, contractors, and homeowners by providing routine and technical information related to the issuance of permits; provide technical information regarding routine building code requirements and ordinances; assist the public in completing applications and other required forms.

**DISTINGUISHING CHARACTERISTICS:**

This is the journey level class of the Building Permits Technician series and is characterized by the responsibility to process building permit applications and for providing information to the public concerning the building permit process, requirements, codes and inspection procedures.

This class is distinguished from the:

- Building Official class which is the division manager level class that is responsible for managing and directing the work of the Building Division of Resource Management.
- Building Permits Technician I class which works under immediate supervision and is learning the tasks for a Building Permits Technician II.

**SUPERVISION RECEIVED AND EXERCISED:**

- Supervision is provided by a Building Official; may receive technical or functional supervision from other technical or professional staff.
- No supervision is exercised over others.

**ESSENTIAL DUTIES:** This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Receives, reviews and evaluates building permit applications for completeness and correctness; reviews blueprints for completeness and accuracy; clears all building permit applications; issues permits after necessary approval is secured; calculates square footage and determines cost per square foot based on use, occupancy and type of construction; determines and collects building fees; notifies applicant when the building permit will be issued. Verifies parcel ownership and checks for violations and inspection history; processes over-the-counter permits for repair in-kind, electrical, plumbing and mechanical for all use and occupancy applications; determines which agencies must review applications and routes building plans to various departments and agencies to process.

- Provides information to the public concerning building permit process requirements, codes and inspection procedures; assists the public in completing applications for building permits; receives various complaints and routes to the appropriate authority to resolve; explains reasons for denial of applications; explains additional requirements and the process for reapplying.
- Establishes account records; assigns/records permit identification code; records client data, services provided and charges; reviews file content for completeness, accuracy and consistency; sorts, stores and/or retrieves documents or records by alpha, numeric or other classification methods.
- Performs a variety of general clerical tasks; operates typewriters, data/word processors, copiers and other office equipment; composes routine correspondence and/or prepares notices/forms of action taken; performs administrative tasks in support of work unit operations.
- Performs other duties of a similar nature or level as assigned.

#### **EDUCATION AND EXPERIENCE:**

- **Education:** High School diploma, GED, or equivalent.
- AND**
- **Experience:** Two (2) years of experience equivalent to a Building Permits Technician I in Solano County. Six (6) units of college course work in construction technology, blueprint reading, drafting, building inspection may be substituted for six (6) months of experience.

#### **LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:**

- Applicants are required to possess a valid International Code Council (ICC) Permit Technician Certification.

Note: All licenses, certificates, and registrations must be kept current while employed in this class. This may include the completion of continuing education units to maintain the required registration in good standing. Employees must keep their licenses, certifications and registrations current and failure to do so may constitute cause for personnel action in accordance with Civil Service Rules or applicable bargaining agreement.

#### **SUPPLEMENTAL INFORMATION**

Incumbents in this class are re-allocated from the position of Building Permits Technician I upon successfully acquiring an International Code Council (ICC) Permit Technician Certification and having satisfactory performance in the Building Permits Technician I class.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:**

- Basic building codes, ordinances, regulations, laws, and rules.
- Basics of construction drawing and blueprint reading.
- Principles and techniques of building inspection work.
- Basics of building methods and procedures.
- Customer service techniques for dealing with customers, often in a difficult or confrontational situation.
- Working knowledge of office methods, procedures, and techniques; manual and automated filing systems; office equipment operation; business correspondence; record-keeping practices; correct English usage; standard operating policies, procedures and administrative structure.
- Bookkeeping practices as they relate to fee collection.

**Skills and/or Ability to:**

- Utilize basic office equipment to include computers and related software applications.
- Understand, research, apply, and explain laws, regulations and policies governing building and zoning program operations.
- Read and review building plans and specifications for completeness.
- Understand and apply building codes and ordinances for permits, plans and public inquiries.
- Locate property on an assessor's parcel map and from property descriptions.
- Calculate square footage.
- Accurately add, subtract, multiply and divide and perform routine mathematical calculations in order to collect fees, disburse change, etc.
- Make decisions and independent judgments in accordance with codes and established policies and procedures.
- Perform a variety of technical and specialized tasks and functions in an independent, competent and timely manner.
- Communicate information and ideas clearly, concisely, and effectively with people of diverse socio-economic backgrounds and temperaments both orally and in writing.
- Establish good relationships with the public and with customers and provide customer service that meets and exceeds unit goals and expectations.
- Establish, maintain, and foster effective, positive, and harmonious working relationships with those contacted in the performance of required duties.
- Refer clients to appropriate authority when needed.
- Prepare brief narrative and statistical reports.
- Maintain accurate records and document actions taken.
- Research regulations, procedures and/or technical reference materials relating to building inspections; analyze, evaluate, and interpret the data gathered; draw logical conclusions; develop reasonable and deliverable options, make appropriate recommendations; and implement the resultant change effectively.

- Manage a variety of simultaneous work projects and carry them through to successful completion.

**PHYSICAL REQUIREMENTS:**

- **Mobility and Dexterity:** Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- **Lifting, Carrying, Pushing and Pulling -- Sedentary Work:** Employees in this class exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- **Vision:** Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer terminal, read, etc.
- **Hearing/Talking:** Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

**WORKING CONDITIONS:**

- **Office Work:** Employees in this class will most often be working in an office setting.
- **Disruptive/Confrontational Human Contacts:** Employees in this class may be subject to disruptive and confrontational people.

**CLASS HISTORY AND CLASS INFORMATION:**

- Date Approved by the Civil Service Commission: July 1992
- Date Adopted by the Board of Supervisors: February 13, 2007
- Date(s) Revised: January 10, 2007, December 12, 2018
- Date(s) Retitled and Previous Titles of the Class: Building Permits Technician
- Class Code: 573020