

COUNTY OF SOLANO

BUILDING PERMITS TECHNICIAN I

Est. 01/07

DEFINITION

Learns a variety of technical duties to support the Building Division; learns how to assist engineers, architects, contractors, and homeowners by providing routine and technical information related to the issuance of permits; learns how to, and what technical information to provide regarding routine building code requirements and ordinances; learns how to assist the public in completing applications and other required forms.

CLASS CHARACTERISTICS

This entry level class is characterized by the responsibility of learning how to process building permit applications and for learning how and what information to provide to the public concerning the building permit process, requirements, codes and inspection procedures. The Building Permits Technician I is distinguished from Building Permits Technician II in that the latter must have the knowledge to perform the above listed tasks and is responsible for performing these tasks with little or no supervision. The Building Permits Technician I is an entry level position in the Building Permits Technician series and is the level where the responsibilities of the Building Permits Technician II will be learned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Building Official; may receive technical or functional oversight from the Senior Building Permits Technician or other technical or professional staff.

No supervision is exercised over others.

EXAMPLES OF DUTIES - *Duties may include but are not limited to the following:*

Learns to receive, review and evaluate building permit applications for completeness and correctness; learns to review blueprints for completeness and accuracy; learns to clear all building permit applications; learns to issue permits after necessary approval is secured; learns to calculate square footage and determine cost per square foot based on use, occupancy and type of construction; learns to determine and collect building fees; learns to notify applicant when the building permit will be issued.

Learns to verify parcel ownership and to check for violations and inspection history; learns to process over-the counter permits for repair in-kind, electrical, plumbing and mechanical for all use and occupancy applications; learns to determine which agencies

must review applications and to route building plans to various departments and agencies to process.

Learns what information to provide to the public concerning building permit process requirements, codes and inspection procedures; learns to assist the public in completing applications for building permits; learns to receive various complaints and to route to the appropriate authority to resolve; learns to explain reasons for denial of applications; learns to explain additional requirements and the process for reapplying.

Learns to establish account records; learns to assign/record permit identification code; learns how to record client data, services provided and charges; learns to review file content for completeness, accuracy and consistency; learns to sort, store and/or retrieve documents or records by alpha, numeric or other classification methods.

Learns to perform 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.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Some knowledge of basic building codes, ordinances, regulations, laws, and rules.

Some knowledge of basic construction drawing and blueprint reading.

Some knowledge of the principles and techniques of building inspection work.

Some knowledge of basic building methods and procedures.

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 to:

Utilize basic office equipment.

Ability to:

Learn to look up, understand, and explain laws, regulations and policies governing building and zoning program operations.

Learn to read and review building plans and specifications for completeness.

Learn to understand and apply building codes and ordinances for permits, plans and public inquiries.

Learn to locate property on an assessors parcel map and from property descriptions.

Learn to calculate square footage.

Learn to make decisions and independent judgments in accordance with codes and established policies and procedures.

Learn to communicate effectively with people of diverse socio-economic backgrounds and temperaments.

Learn to establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Learn and when to refer clients to appropriate authority when needed.

Learn to prepare brief narrative and statistical reports.

Learn to maintain accurate records and document actions taken.

Learn to research regulations, procedures and/or technical reference materials relating to building inspections.

Accurately add, subtract, multiply and divide.

Experience and Education/Training

Experience:

One year of public contact work experience, which relates to land use regulations, the building process, construction, drafting or mapping. One year of college course work in construction technology, blueprint reading, drafting or building inspection may be substituted for six months of experience.

Education/Training:

High School diploma.

Six (6) Units in construction, building codes, and/or blueprint reading from a vocational or technical school.

SPECIAL REQUIREMENTS

Will be required to pass a physical exam and pass a drug test as a condition of hire.

SUPPLEMENTAL INFORMATION

Within eighteen (18) months from the date of appointment, incumbent is expected to possess the skills, knowledge and abilities to be eligible for appointment to Building Permits Technician II.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Tasks require oral communications ability.

Environmental Factors: Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, fumes, violence, disease, pathogenic substances, and traffic hazards.

Director of Human Resources

Established Date: January 10, 2007