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34009 ALVARADO-NILES ROAD  
UNION CITY, CA 94587  
(510) 471-3232

## **BUILDING PERMITS TECHNICIAN**

### **DEFINITION**

Under general supervision of the Chief Building Official, the Building Permit Technician performs technical, paraprofessional support, customer service, and clerical work supporting the operations involved with the issuance and coordination of the building inspection and permits process.

### **CLASS CHARACTERISTICS**

The incumbent will usually serve the public at the front counter and provide information regarding permits and building code requirements. The nature of the tasks requires good public relations skills and the ability to handle customers with tact and good judgment. The position will perform routine and complex tasks associated with the receipt, review and tracking of building permit applications through the permit process to ensure the efficiency and compliance to department policies and procedures. May receive functional or technical supervision from department staff. May exercise functional or technical supervision over other clerical positions.

### **EXAMPLES OF DUTIES**

- Efficiently process building permit applications and miscellaneous permits; ensure all necessary approvals are obtained.
- Perform elementary plan checking duties at the public counter, reviewing for completeness and for conformance to building and other appropriate policies and procedures as assigned.
- Respond to inquiries and confer with builders, engineers, contractors, architects, and the public concerning submittal requirements, building codes and permit regulations at the counter and over the phone.
- Assemble, route and monitor plans and associated information through various City departments and agencies for the plan review process and permit issuance.
- Enter appropriate information into logs and records of permits issued. Maintain and compile record files, forms and reports concerning building inspection and plan review activities.
- Perform general clerical tasks and use the computer to enter data using spread sheets and maintain information.

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### **EXAMPLES OF DUTIES (continued)**

- Calculate various valuations, plan check fees and permit fees.
- Sort and file documents and records, maintaining alphabetical, index and cross-reference files; maintain complex office records related to building inspection and code enforcement.
- Research and assemble information from a variety of sources for the completion of forms or the preparation of reports; make arithmetic or statistical calculations.
- Organize and maintain various departmental files. Type correspondence, reports, forms, and specialized documents from drafts, notes, or brief instructions, using a typewriter or word processor. Proofread and check typed and other materials for accuracy, completeness, and compliance with departmental policies and regulations.
- Act as receptionist, receive and screen visitors and telephone calls and direct the caller to the proper person or personally handle the call.
- Operate standard office equipment.
- Perform related duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge Of:**

Knowledge of City government, procedures and operating details of building department, building terms and codes, construction practices and materials. Working knowledge of general building and zoning requirements, handicap codes, state energy codes, construction practices and materials. Modern office practices and procedures.

#### **Ability To:**

Read and interpret blueprints, maintain routine financial reports and records, prepare and maintain a variety of building inspection and plan checking reports and records and answer questions from records. Evaluate problems and make routing decisions within established guidelines. Organize work, set priorities and meet critical deadlines. Follow-up assignments with a minimum direction. Perform clerical work, including maintenance of appropriate records and preparation of general reports. Verify and check files and data. Perform simple mathematical calculations. Establish and maintain effective working relationships with City staff and the public. Operate a variety of automated office equipment, including computer and related applicable software. Communicate clearly and concisely orally and use correct English grammar in written communications. Compose correspondence. Interact with general public in a customer service oriented fashion and solve problems in a non-confrontational win-win manner.

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### **TRAINING AND EXPERIENCE**

Equivalent to graduation from high school with courses in mathematics supplemented by responsible clerical, computer, and public contact experience.

Any combination of experience, education and training that would provide the required knowledge, skills and abilities required to perform the essential duties of the job. A typical way to obtain the required knowledge, skills and abilities would be:

- One year of work experience as a Permits Clerk with a public agency, or
- Related administrative support experience in a public sector building, planning or public works department is desirable, or
- Similar experience in a comparable private industry organization, or
- Equivalent combination of related training and experience.

### **LICENSE**

Possess a valid California Driver's License with a satisfactory driving record.