



BUILDING PERMIT TECHNICIAN II

Bargaining Unit: SEIU

DEFINITION

Under general supervision of the Chief Building Official, the Building Permit Technician II is a journey level position performing technical, paraprofessional support, customer service, and clerical work supporting the operations involved with the issuance and coordination of the building permits process associated processes within the Economic and Community Development (ECD) department.

CLASS CHARACTERISTICS

The incumbent will utilize their exceptional customer service, organizational, and sound judgement skills to ensure quality and efficient service primarily at the front counter or as needed in any area of the Building Division. 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 (*illustrative only*)

- Coordinates all activity and duties at the ECD counter.
- Researches and responds to public inquiries regarding permit records, inspections records, and associated documents.
- Responds to inquiries and confer with architects, designers, engineers, contractors, homeowners, and the general public concerning submittal requirements, building code, and related code requirements.
- Responsible for the complete and efficient processing of all building, electrical, mechanical, plumbing, and fire permit submittals; reviews submittals for accuracy, completeness and compliance with policies and regulations; communicates deficiencies accurately and in detail to applicant; ensures all necessary approvals obtained and appropriate fees assessed and collected; prepares plan check comments in consolidated form for applicants working with all plan checking entities.
- Coordinates with various City departments, agencies, utilities, consultants, and jurisdictions for the plan review process; routes plans internally as needed to ensure a complete review is accomplished.
- Calculates valuations and fees, prepares fee estimates, tracks fees for reporting purposes.
- Maintains all Building Division records per State and City retention schedules and policies.

- Maintains detailed records of all permits, plan checking activities, inspections, and fees; prepares required reports as needed.
- Prepares correspondence, reports, forms, and specialized documents from drafts, notes, or brief instructions.
- Creates templates, update fees and formulas for permit tracking software.
- Designs, updates, and maintains all division handouts and flyers; researches and interpret information as necessary.
- Provides all pertinent information to update and maintain division website.
- Maintains fee schedule updates and increases.
- Operates standard office equipment and software.
- Performs related duties as assigned.
- Appropriately apply and manage performance deposits per City ordinance.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent plus three (3) years of experience as a building permit technician or similar position in a government jurisdiction or comparable private industry organization or any equivalent combination of education and experience.

College coursework in a related subject and/or a bachelor's degree preferred.

Licenses and Certificates:

None.

KNOWLEDGE AND ABILITIES

Knowledge Of:

- General working knowledge of building and associated codes, the Municipal Code, and their applications.
- City government policies, procedures, and operating details of a Building Division.
- Understanding of how the Building Division works in conjunction with other divisions within the Economic and Community Development Department as well as other departments within the City.
- Familiarity with construction terminology, materials, and practices.
- Modern office procedures, software, and technology.

Ability To:

- Read and interpret plans and associated documentation to check for completeness and readiness for submittal.
- Prepare a variety of reports and provide answers to inquiries both internally, to the public, other jurisdictions and entities.
- Evaluate problems and provide solutions knowing when to solve independently and when to ask for direction, guidance, or assistance.
- Organize work, set priorities, and meet critical deadlines.

- Provide direction to administrative department staff to coordinate counter operations and issuance of permits.
- Maintain records, prepare reports from a variety of resources, and analyze data as needed.
- Perform detailed mathematical calculations related to permit fees.
- Establish and maintain effective working relationships with internal staff and the public.
- Operate standard office equipment and software.
- Communicate effectively orally and in writing.
- Lead by example with customer-oriented service and problem-solving skills that both satisfy jurisdictional rules, policies, and procedures and customer needs.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting 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. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.