


JOB DESCRIPTION	
<p>City of Patterson</p>  <p>Human Resources</p>	<p>PERMIT TECHNICIAN I</p>

JOB SUMMARY

*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 all duties performed within the job.*

Under close to general supervision, the Permit Technician I performs a variety of technical and administrative duties to support the operations of the Building Division within the Engineering, Building and Capital Projects Department; provides information to the public related to permit application processes, the plan review process, related fees and other policies and procedures; receives and reviews permit applications; calculates permit fees; routes plans for review; updates and maintains permit records and files; provides administrative support as needed within the division; and performs related duties as required and/or assigned.

The Permit Technician I is the entry level classification in the Permit Technician series. This classification is distinguished from the Permit Technician II by the performance of less than the full range of duties that are performed by the higher level classification. Work is performed under close supervision while learning job tasks, progressing to general supervision as procedures and processes are learned and effectively performed.

SUPERVISION RECEIVED AND EXERCISED

Receives close to general supervision from the Director of Engineering, Building and Capital Projects or other designated Engineering/Building Department level manager.

Exercises no supervisory responsibility.

ESSENTIAL DUTIES

Typical essential duties may include, but are not limited to, the following:

Serves as the initial public contact for the Building Division on the phone or at the counter; greets customers, schedules inspection appointments, and receives calls for information requests, directs callers and/or provides the correct information to customers related to Division functions, building ordinances, procedures and requirements; responds to questions and concerns from the public; provides information as appropriate and resolves service complaints.

Assists and advises homeowners, builders, engineers, developers, architects, and the public on matters related to building requirements and status of submitted permits; and prepares correspondence to architects, engineers, owners, tenants, and contractors related to correction of plans and building detail.

Advises contractors, developers, engineers, architects, and the public on permit process requirements and on the status of pending permit applications.

Coordinates submitted projects and provides communication with all involved departments; attends developer meetings as needed; provides fee estimates.

Reviews building plan check submittals for completeness; reviews applications for completeness and accuracy; verifies contractor licenses, construction bonds, Workers' Compensation, insurance coverage and property ownership; calculates plan check and building permit fees for plans submitted for review based on the type of construction and square footage or by evaluated cost; and inputs data into automated information systems.

Receives residential and commercial building and development permit applications and plans; opens plan review files; coordinates with other departments and follows up on permit status as necessary; receives, logs, and distributes development plans for plan checking; inputs plan review information from all departments into an automated system; updates and generates required reports; maintains and retrieves files and documents for all permit areas; reviews corrected plans for conformity with requirements; calculates fees and submits documentation for permit issuance.

Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Modern office procedures, practices and equipment, including computer and applicable software applications; basic mathematics; basic plan check and building permit approval process and procedures; basic construction practices and concepts; manual and automated filing and permit tracking and record keeping systems; proper English usage, spelling, grammar and punctuation; data entry procedures; pertinent Federal, State and local laws, codes and regulations; building materials and modern methods of building construction; standard operating procedures and requirements of a building inspection division; building plans, blueprints, site plans, maps and civil drawings; effective public contact techniques in-person, on the telephone and through written correspondence.

Ability to: Work on several tasks simultaneously, plan and organize workload, and meet deadlines; understand and follow oral and written instructions; work independently within established policies and procedures; operate standard office equipment including a computer and a telephone system; perform detailed reviews of permit submittals and prepare responses to insure completeness and conformance to processing requirements; effectively utilize word processing, spreadsheet, e-mail, and permit tracking software; type at a speed necessary for successful job performance; maintain records and prepare computer generated reports; read and interpret simple blueprint and plans; quickly learn and correctly apply basic knowledge of codes and ordinances related to the issuance of building permits; make arithmetical calculations quickly and accurately; communicate clearly, concisely and effectively, both orally and in writing; establish and maintain effective working relationships.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

EXPERIENCE and CERTIFICATIONS

Any combination of education, training and experience that would likely provide the required knowledge, skills, and abilities: Normally this would include:

Education: Must have a High School Diploma or GED equivalent is required; supplemented training related to

permit issuance procedures is preferred. College-level coursework in building code requirements is highly desirable.

Experience: One (1) year of responsible administrative and/or technical work experience involving extensive public contact and document processing. Experience in construction or building is desirable.

License or Certificate: Possession of a valid California Class C driver's license.

PHYSICAL REQUIREMENTS

Physical Requirements: Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, grasping, and making repetitive hand movement in the performance of daily activities. Acute hearing is required when providing phone and personal services.

Environmental Conditions: Work is performed in a standard office environment.

FLSA Status: Non-Exempt

Revised: July 2007

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