

BUILDING PERMIT TECHNICIAN/ SENIOR BUILDING PERMIT TECHNICIAN

DEFINITION

Under general supervision, plans and directs daily operations and activities of building permitting functions, including but not limited to processing varied permit applications for new construction or building modifications within the County.

DISTINGUISHING CHARACTERISTICS

Building Permit Technician: This is the entry-level, non-certified class in the Permit Technician series that learns County policies and procedures relating to building and construction activities. Incumbents may advance to the higher-level class after gaining knowledge, skills, certification, and experience that meet the qualifications for and demonstrating the ability to perform the work of the higher-level class.

Senior Building Permit Technician: This is the journey level, certified class in the Permit Technician series. Responsibilities include interpreting policies and procedures relating to building and construction activities and enforcing the building codes. Successful performance of the work requires an extensive technical background as well as skills in coordinating work with those of other County departments and public agencies as well as dealing with the public. This class is distinguished from Building Permit Technician by the requirement of a certification as a Certified Permit Technician.

SUPERVISION RECEIVED AND EXERCISED

Building Permit Technician and Senior Building Permit Technician

Receive general supervision from higher-level supervisory or management staff.

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

Performs a variety of the most complex and specialized technical work in the department to which assigned.

Advises and consults with engineers, architects, contractors, and the general public concerning code, permit, and plan review items and provides general information.

Reviews submittals of construction plans, specifications, design drawings, calculations, and other supporting documentation for accuracy, completeness, and conformance with governing codes, state regulations, and local ordinances.

Reviews basic plans within specific guidelines, confers with applicants regarding County procedures and plan requirements, Verifies parcel ownership, checks for violations and parcel history. Responsible for assuring all inter-departmental agencies, school districts' and state requirements have been met prior to issuance of permits. Verifies applicable license and other required information, such as bonds, insurance or any other certification required by federal, state and county laws.

Oversees issuance of applications and building permits.

Calculates and determines building permit fees, plan review deposits, and fees paid to consultants; issues permits.

Coordinates plan review process facilitating timely review of projects through other County departments, outside agencies, and consultants.

Operates and maintains computerized permit processing records, plan check records and schedules; compiles comprehensive plan correction lists.

Schedules and coordinates inspections and tracks inspection activities.

Establishes files, enters permit data into computer and manual filing systems. Maintains accurate and detailed records, verifies the accuracy of information, and researches discrepancies.

Applies department policies and procedures, as well as applicable federal, state and county laws and regulations in determining accuracy and completeness of various records and forms.

Creates, maintains and updates permit tracking data, enters, modifies and reviews data in applicable computer system(s).

Performs routing clerical duties as required, including but not limited to: typing reports and correspondence, copying and filing documents, retrieving files, entering computer data, completing and processing various forms, maintaining inventory,

Receives and responds to inquiries, requests for assistance and complaints necessary and or assigned by higher-level supervisory or management staff.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Working knowledge of basic building codes, ordinances, regulations, laws and rules governing building design and construction.

Working knowledge of basic construction drawing and blueprint reading.

Working knowledge of principles and techniques of building inspection work.

Working knowledge of the building permit process.

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.

Senior Building Permit Technician, in addition to above:

Principles and practices of plan checking and plan review process.

Construction methods, materials, tools, and equipment used for residential, commercial, and industrial construction.

Applicable Federal, State, and local laws, regulations, codes, and ordinances related to building plan checking, including basic zoning, grading, and flood zone requirements.

Organization, procedures, and operating details of the Building Department.

Concepts and practices of plan review.

Techniques for effectively representing the County in contacts with governmental agencies, community groups, and property owners, contractors, developers, business owners, and the public.

Ability to:

Learn, understand and interpret pertinent federal, state and local laws, codes and regulations.

Learn the operation, policies and procedures of the department.

Read and interpret building plans and specifications.

Understand, and explain and consistently and fairly apply policies, laws, codes and regulations.

Locate property on an assessor's parcel map and from property descriptions.

Calculate square footage of and/or other structures.

Make decisions and independent judgments in accordance with codes and established policies and procedures.

Establish and maintain an effective working relationship with property owners, developers, building contractors and general public.

Review building permit applications for completeness and correctness.

Deal tactfully and fairly with complaints from the public.

Accurately add, subtract, multiply and divide.

Deal positively with the public in tense and hostile situations.

Input, access and analyze data using a computer.

Refer client 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.

Maintain confidentiality as required.

Senior Building Permit Technician, in addition to above:

Understand the organization and operation of the County and of outside agencies as necessary to assume the assigned responsibilities.

Understand and explain County policies, procedures, fees, and basic planning and building codes and regulations to the general public, permit applicants, and County staff.

Respond to a wide variety of requests and inquiries from the general public.

Establish, maintain, and research a variety of files and records.

EXPERIENCE AND TRAINING GUIDELINES:

A combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Senior Building Permit Technician and Building Permit Technician: Equivalent to the completion of the twelfth (12th) grade. Technical or college level courses in building design, inspection, construction, or a related field is desired. Other combinations of education and experience may be considered.

Building Permit Technician: One (1) year of administrative or clerical experience. Experience in customer service or a public agency setting is highly desirable.

Senior Building Permit Technician: In addition to above, two (2) years of experience equivalent to that of a Building Permit Technician at the County of Glenn.

LICENSE AND SPECIAL REQUIREMENTS:

Building Permit Technician:

Requires a valid California driver's license

Senior Building Permit Technician: In addition to above:

Possession of a valid International Code Council (ICC) certificate as a Certified Building Permit Technicians required.

GLENN COUNTY
BUILDING PERMIT TECH./SR. BUILDING PERMIT TECH.

	Building Permit Tech	Sr. Building Permit Tech
Classification Code:	6B01	6B02
Bargaining Unit:	40	40
FLSA Status:	Y	Y
Workers' Compensation Code:	8810	8810
Pay Table:	CNTY	CNTY
Range:	305	335