

CITY OF EL CERRITO

PERMIT TECHNICIAN I, II, AND III

*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.*

DEFINITION

Review and approve Building plans, specifications and applications, issue permits and collect fees, assist residents, applicants, contractors, architects and engineers, provide technical advice and answer code related questions at the Building counter and on the phone.

DISTINGUISHING CHARACTERISTICS

Permit Technician I – This is the entry level in the Permit Technician series. Positions assigned to this class perform the less complex assignments at the permit counter, such as accepting applications, permit issuance, and fee collection. As additional experience is acquired, the employee performs with increasing independence and responsibility.

Permit Technician II - The Permit Technician II classification is distinguished from the Permit Technician I classification by its supervisory responsibility for the Permit Technician I, and in its increased responsibility for the review and completion of the more complex applications, plans and Building Code interpretations.

Permit Technician III – The Permit Technician III position is distinguished from the Permit Technician II classification by the degree of independence and lead responsibilities and the broader scope of assigned activity, level of independent action and consequence of error. This position is expected to solve complex problems and/or problems of a sensitive nature.

SUPERVISION RECEIVED AND EXERCISED

Permit Technician I

Receives general supervision from the Building Official (or other person designated as the permit counter manager) and/or Permit Technician II or Permit Technician III. There are no supervisory responsibilities for this position

Permit Technician II

Receives general supervision from the Building Official (or other person designated as the permit counter manager and/or Permit Technician III. May exercise functional and technical supervision over less experienced technical staff and provide limited work direction to the Permit Technician I, other Building counter and plans function staff, and clerical and temporary employees.

CITY OF EL CERRITO
Permit Technician I, II, III

Permit Technician III

Receives general supervision from the Building Official (or other person designated as the permit counter manager). When appropriate, will be expected to provide advice, guidance, project direction and training to less senior staff working at the permit counter.

ESSENTIAL FUNCTIONS STATEMENT

Essential Functions:

Permit Technician I

Greet customers in person and over the phone; schedule appointments; provide information; redirect callers, as needed. Receive and process various permit applications at the counter and by mail, telephone, facsimile and electronic transmission modes.

Review submitted plans for completeness and inclusion of required attachments, such as structural and energy calculations, soils reports and the like; calculate permit fees and issue applicable permits over the counter and at the conclusion of the plan review process, utilizing the City's computerized permit system; issue building, planning, encroachment, grading permits, and other permits as necessary.

Enter on manual and/or electronic formats plans received for plan review and permit issuance.

Check plans and issue over the counter permits for minor residential and commercial projects, street projects, and similar projects of limited scope after verification of Code conformance; issue permits for construction when plans are approved; perform plan checking by comparing drawings of proposed improvements against drawings, which illustrate established standards applicable to various projects.

Calculate plan review, permit, traffic, drainage, sewer, and other related fees; ensure all permit fees are paid, or if deferred, that appropriate documentation is recorded.

Interpret Code-related questions as they relate to residential and commercial construction, set backs, decks, encroachment, and grading permits.

Research and respond to inquiries, service requests, and complaints; provide basic information regarding standards, procedures, and conformance to Building Codes and City ordinances.

Coordinate with Building Inspectors for the daily inspection schedule; retrieve messages from the inspection phone line and log into computer; verify that the inspection requested is the correct inspection needed; research, if necessary, the type of inspection required.

Coordinate with the County for records, files and copies of the Building permit applications and records needed for the Tax Assessor's office.

CITY OF EL CERRITO
Permit Technician I, II, III

Maintain records of official construction plans; file plans, applications, and other related documents.

Maintain archives pertaining to construction projects.

Provide research for public and outside agencies via Laserfiche, plans and other related files.

Assist in developing necessary handouts and other public service information.

Assist in the implementation of special projects and programs as required.

Permit Technician II

In addition to essential functions expected of Permit Technician I, the Permit Technician II essential functions include:

Supervise and train the Permit Technician I, and/or other permit counter staff, as assigned.

Determine the type of permit process being sought, the time frame required for processing, and the number of other City departments/divisions to be involved.

Develop system control to monitor and track applications received to ensure that plan review lists are prepared and sent to permit applicants on or before due dates; monitor the progression of plan reviews; coordinate with Planning, Engineering and other City divisions and agencies when plan review comments are needed.

Lead liaison between developer for new subdivisions and large construction projects; coordinate development process with various departments, including State and County offices; coordinate building and planning review, pad certification, final map filing with the County, collection of all fees for the departments; and calculation of school development fees based on square footage of construction.

Coordinate department's records retention with the City Clerk for offsite storage, retention and destruction of records in accordance to State regulations.

Reconcile daily revenue receipts for the permit counter; determine and correct discrepancies, verify revenue codes, prepare a variety of reports, and submit to Finance Department.

Develop and provide input on new or improved procedures for the permit application process and computerized tracking system.

Receive and respond to customer complaints, and encourage resolution at the lowest level of service.

Assist in streamlining the building permit process.

Permit Technician III

In addition to essential functions expected of Permit Technician I and II:

CITY OF EL CERRITO
Permit Technician I, II, III

May supervise and train the Permit Technician I and II and/or other Building counter and plans function staff.

Maintain and submit monthly reports and statistical data required for the State Census Bureau, and other reports as necessary.

Perform complex review of construction, improvement, and repair plans, including all public improvements and private improvements related to earthwork, drainage, and sanitary sewers for compliance with applicable codes, laws, rules, and regulations; perform on-site inspections as required.

Administer systems and procedures to ensure that plans, calculations and specifications comply with all state, federal, and local laws, rules, ordinances and regulations.

Research and respond to inquiries, service requests, and complaints; provide basic information regarding standards, procedures, and conformance to Building Codes and City ordinances.

Interpret building, mechanical, plumbing and electrical codes and develop needed handouts and other public service information.

Marginal Functions:

Permit Technician I & II

Perform related duties and responsibilities as assigned.

Permit Technician III

Perform related duties and responsibilities as assigned. May give presentations that require technical expertise for the Planning Commission, City Council, or courts of law.

QUALIFICATIONS

Knowledge of:

Permit Technician I

Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

Basic principles of arithmetic and geometry.

Basic computer and word processing skills.

Basic techniques for researching codes.

CITY OF EL CERRITO
Permit Technician I, II, III

Techniques used to calculate appropriate fees for permit applications. This will include the knowledge of how to determine building and lot sizes.

How to use a Laserfiche system.

How to maintain accurate and clear records.

Permit Technician II

In addition to knowledge expected of Permit Technician I:

Principles of how to communicate technical information to a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

Basic Building and/or Planning Codes and related State law.

Principles of operating a Permit Service Center.

Computer skills in permit or other types of tracking systems.

Basic supervisory principles and practices.

Permit Technician III

In addition to the knowledge required for Permit Technician I and II:

Systems and procedures to assure permits issued conform to the City and State planning and zoning laws.

Basic Building and/or Planning Codes and related State law.

Ability to interpret construction drawings, filed survey notes, deeds maps, and other legal descriptions.

Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations and preparing and presenting effective staff reports.

Construction theories and principles.

Principles of project management.

Techniques for effectively representing the City in contacts with government agencies, community groups, developers, contractors, various businesses, professional and regulatory organizations, and the public.

Ability to:

CITY OF EL CERRITO
Permit Technician I, II, III

Permit Technician I

Use conflict resolution skills to resolve complex and sensitive problems that arise with the public.

Maintain accurate and neat records.

Follow direction and procedures for issuing various permits.

Analyze information to determine if the information is accurate and complete for issuing a permit.

Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

Permit Technician II

In addition to the abilities expected of Permit Technician I:

Use a computerized permit tracking system.

Represent the Building Services Division and coordinate with other City Divisions and agencies regarding the processing of permits.

Communicate technical information to both professional and non-professional applicants. Prepare an appropriate plan check correction list when necessary.

Maintain cash receipt records and reconcile data for the Finance Department.

Coordinate with various County offices for records, files, and copies of the building permit applications and records needed for the Tax Assessor's Office. Research and answer questions relating to permits.

Think creatively about the permit process and develop new and improved ways of operating the permit counter.

Permit Technician III

In addition to the abilities expected of Permit Technician I and II:

Prepare, negotiate, and manage contracts and projects, and monitor the work of contractors and consultants.

Read blueprints, plans and technical specifications.

Write technical reports regarding the permit process.

Interpret, apply and explain codes, regulations and ordinances.

CITY OF EL CERRITO
Permit Technician I, II, III

Represent the City in meetings with other public agencies, community groups, and various business, professional, and regulatory organizations, and in meetings with individuals.

Communicate effectively with officials, co-workers, contractors, consultants, representatives of organizations and others sufficiently enough to convey information, both directly and over the telephone.

Coordinate and manage multiple projects, often with competing deadlines.

Appropriately provide training and supervision to the Permit Technician I and II.

Experience and Training Guidelines:

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

Permit Technician I

One year of experience providing building design or engineering services in the private sector, or one year of related experience working in a Planning, Building, or Engineering department of a government agency.

Permit Technician II

Two years of experience providing building design, planning or engineering services in the private sector or two years of related experience as a Permit Center Technician I, Planner or Building Inspector.

Permit Technician III

Three years of experience providing building design, planning or engineering services in the private sector, or three years of related experience as a Permit Center Technician I or II, Planner or Building Inspector.

Education:

Permit Technician I

Completion of a high school diploma.

Permit Technician II

Completion of a high school diploma supplemented with two related classes in either Building Code, Electrical Code, Plumbing Code, Mechanical Code, or engineering related course work, and completion of a plan review course at the college level.

Permit Technician III

CITY OF EL CERRITO
Permit Technician I, II, III

Completion of a high school diploma supplemented with three related classes in either engineering related coursework or in building code, electrical code, plumbing code and mechanical code and completion of a plan review course at the college level.

Licenses/Certificates/Other Requirements:

In addition to possession of a valid California Driver’s License and satisfactory driving record as determined by the City:

Permit Technician I

A Permit Technician Certificate from the International Code Council (ICC) will be required within one (1) year of employment, and will continue to be maintained.

Permit Technician II & III

Possession and maintenance of a Permit Technician Certificate from the International Code Council (ICC) is required.

PHYSICAL DEMANDS

Sitting:	Frequently	Lifting:	
Standing:	Occasionally	up to 10 lbs:	Frequently
Walking:	Frequently	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Occasionally
Crouching:	Occasionally	51 to 75 lbs:	Never
Stooping:	Occasionally	76 to 100 lbs:	Never
Kneeling:	Occasionally	100 + lbs:	Never
Crawling:	Occasionally	Carrying:	
Climbing:	Occasionally	up to 10 lbs:	Occasionally
Balancing:	Occasionally	11 to 25 lbs:	Occasionally
Running:	Occasionally	26 to 50 lbs:	Occasionally
Twisting:	Occasionally	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	Occasionally	100 + lbs:	Never

Pushing/Pulling:

CITY OF EL CERRITO
Permit Technician I, II, III

Up to 10 lbs:	Occasionally	
11 to 25 lbs:	Occasionally	
26 to 50 lbs:	Never	
51 to 75 lbs:	Never	
76 to 100 lbs:	Never	
100 + lbs:	Never	
Grasping – firm:	Occasionally	
Finger dexterity:	Occasionally	
Reaching forward:	Occasionally	
Reaching overhead:	Occasionally	
Pinch grasp:	Occasionally	
Grasp – light:	Occasionally	
Coordination -	Eye-hand:	Occasionally
	Eye-hand-foot:	Occasionally
	Driving:	Occasionally
Talking -	Face-to-face:	Frequently
	Verbal contact:	Frequently
	Public:	Frequently
Vision -	Acuity far:	Required
	Acuity, near:	Required
	Depth perception:	Required
	Field of vision:	Required
	Accommodation:	Required
	Color vision:	Required
Hearing -	Conversation:	Frequently
	Telephone:	Frequently
	Earplugs:	Occasionally

MENTAL REQUIREMENTS

Abstract variables, interpret instructions, problems-standard, detailed-uninvolved instructions, one or two-step instructions, reading-simple, reading-complex, writing-simple, writing-complex, math skills-simple, math skills-complex, clerical, coordination, analyzing, compiling, computing, copying, comparing, negotiating, instructing, supervising, persuading, speaking-signaling, serving, taking instructions-helping, setting up, comprehend/follow instructions, perform simple-repetitive tasks, maintain work pace, relate to others, influence other people, perform varied-complex tasks, generalizations/evaluations, responsibility for direction.

WORK ENVIRONMENT

CITY OF EL CERRITO
Permit Technician I, II, III

Indoors, Outdoors, Unprotected heights, Moving machinery, slipper/uneven surfaces, below ground, using computer/computer monitor screen, Works around others, Works alone, Works with others.