

# **CITY OF SCOTTS VALLEY CLASS SPECIFICATION**

## **SENIOR BUILDING PERMIT TECHNICIAN**

### **JOB PURPOSE**

Under the general direction of the Building Official, performs a variety of complex tasks associated with the issuance of building permits, coordinates workflow in the Building Department, including coordinating permit and plan review processes with other departments and agencies, and performs related duties as assigned. The Senior Building Permit Technician is the advanced journey level in the series and acts as a lead-worker and technical resource to other staff. Incumbents are expected to perform a full range of duties within a framework of established procedures and with only occasional instruction or assistance.

### **EXAMPLES OF DUTIES**

Senior Building Permit Technician positions may perform any of the duties set forth in the class specification for Building Permit Technician. In addition, they:

- Performs public counter work related to the City's development process.
- Provides written and verbal information to the public regarding development, zoning, building and related regulations, procedures and policies.
- Performs simple plan checks and reviews applications, documents and plan submittals for permits to assure accuracy, completeness and compliance with pertinent laws.
- Routes plans to appropriate departments and agencies for review and monitors the status of such review.
- Assists with the calculation of building permit fees, collects building permit fees, issues building permits, and maintains logs and records of permits issued.
- Answers and directs phone calls to appropriate Planning and Building Department staff.
- Plans, organizes and coordinates work assignments, including scheduling appointments for building inspection.
- Acts as a technical resource to other City staff and provides orientation, direction and training in areas of technical expertise.
- Conducts research on past and current file activity and verifies zoning, geologic hazard, HOA associations, endangered species habitats and other status of permit sites.
- Performs computer data entry and retrieval and generates reports.
- Participates in the coordination, management and processing of complex development projects.
- Attends meetings, serves on committees, and represents the Building Department, as assigned.
- Acts as a liaison with other City departments, public agencies and the public.
- Makes field trips and site visits.

- Performs a variety of administrative and clerical work in support of City activities and staff, such as: calculates and collects fees and prepares receipts for business licenses, entertainment permits and solicitors' permits; assists in the development of reports and studies by researching, maintaining, and compiling data; takes meeting minutes; types, drafts, reviews and edits a variety of documents; prepares public information material; assists in the compilation of the department budget; files and maintains records and documents; answers phone and directs calls or takes messages for appropriate staff; and performs related tasks as assigned.

### **EMPLOYMENT STANDARDS**

**Education, Experience and Licenses:** Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be high school graduation or equivalent and two years of progressively responsible experience as a building permit technician or plan checker, which involved extensive public contact.

Possess and maintain a valid California driver's license or the ability to provide alternative transportation that is approved by the appointing authority.

Related training or certification in the International Code Council (ICC) Building or Permit Technician program is desirable and may be substituted for one year of the required office experience, as specified above.

**Ability to:** Learn and apply the City's permit processing procedures; read and interpret construction documents, building plans, maps, laws, rules and regulations related to building permit issuance and related activities; prioritize, organize and coordinate work assignments and multiple tasks, and meet deadlines; resolve conflicts with customers and staff; make accurate mathematical calculations; maintain records and track data; use computers, applicable software and databases; perform accurate data entry quickly under the pressure of deadlines; communicate clearly, concisely and effectively both verbally and in writing; use correct grammar, spelling and punctuation; exercise initiative, sound judgment and decision making within established guidelines; establish and maintain effective working relationships with those contacted in the course of work; respond tactfully, deal with conflict diplomatically, and maintain a professional demeanor even in contentious situations; work independently and as a member of a team; lead, train and provide technical direction to staff, interns and volunteers, as assigned; follow written and verbal instructions; observe safety practices and work in a safe manner; and, attend occasional evening meetings.

**Knowledge of:** Building codes, maps, construction plans and related laws and regulations sufficient to process building permits; customer service practices and techniques; research methods and techniques; records management practices; standard office operations, principles, practices and equipment; basic principles and practices of supervision; computer applications including Microsoft Word, Access, Excel and Publisher; spreadsheet and database management.

### **WORKING CONDITIONS**

#### **Environmental Conditions and Physical Requirements:**

Positions in this class require the ability to: work both indoors and occasionally outside; sit for long periods; utilize hand and finger dexterity to use a computer keyboard and a variety of other office equipment; near vision to read documents and computer screens; far vision to drive; acute hearing to serve the public in person and over the telephone; stoop, kneel, crouch, bend and reach. The ability to lift and carry plans and documents weighing up to 25 pounds is required.

Some of these physical requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

Approved by City Council: August 5, 2015