CITY OF ST. HELENA

BUILDING PERMIT TECHNICIAN I/II/III

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under general supervision, learns to review, and reviews and processes building permits for new construction and building modifications; provides information to the public; calculates and collects fees; routes plans for review; provides administrative support within the division; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Building Permit Technician I
The Building Permit Technician I is the entry level class in the permit technician series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine building and development permit support duties while learning City policies and procedures. As experience is gained, there is greater independence of action within established guidelines. This classification is alternatively staffed with Building Technician II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

Building Permit Technician II
The Building Permit Technician II is the journey level class in which incumbents are expected to perform the full scope of permit processing and related support duties with minimum supervision. Assignments are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision when required. The classification is alternatively staffed with Building Permit Technician III and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

Building Permit Technician III
The Building Permit Technician III is the advanced journey level class in which incumbents are expected to perform the full scope of permit processing and for the performance of the most complex and difficult assignments within the series, with the exception of plan review and building inspection. Incumbents in this classification provide training and supervisions to less experienced staff. This classification is distinguished from the next higher classification of Chief Building Official in that the latter is responsible for conducting plans review and performing complex and difficult inspection duties within the division, and exercises supervision over assigned staff.

SUPERVISION RECEIVED/EXERCISED:
Building Permit Technician I
Receives immediate supervision from the Chief Building Official or Planning Director. Incumbents in this class do not routinely exercise supervision.

Building Permit Technician II
Receives general supervision from the Chief Building Official or Planning Director. Incumbents in this class do not routinely exercise supervision.

Building Permit Technician III
Receives general supervision from the Chief Building Official or Planning Director. May provide training to less experienced staff.

ESSENTIAL FUNCTIONS: (include but are not limited to the following)

- Provides customer service by responding to public and agency inquiries by phone and at the counter; provides information regarding building permit policies and application procedures; works cooperatively with property owners, contractors, architects, developers, engineers or their representatives to resolve questions regarding permit issuance and permit fees.

- Receives building and engineering plans and specifications for completeness, review and conformance to permit requirements and regulations; ensures that required permits have been obtained; verifies contractor and subcontractor insurance coverage, construction bonds and licenses; routes plans to appropriate departments for review and sign-off; tracks plans and ensures timely return; prepares and tracks plan packets for plan check by outside contract services.

- Calculates, collects and records permit application, plan check, building permit and development impact fees; uses scaled plan dimensions and standard schedules; coordinates fee collection with finance staff; issues development permits for subdivisions, commercial and industrial projects and swimming pools; coordinates bond releases with finance staff and contractors.

- Determines types of inspections and reviews required for proposed construction; schedules daily building inspections and monitors building inspection line; coordinates utility releases with building inspectors and utility company; coordinates final inspection with other departments.

- Issues code compliance letters, maintains code enforcement records and coordinates nuisance abatement procedures with City Attorney, Planning Director and/or Building Official.

- Assists Public Works Department in implementation of storm water pollution prevention regulations, water conservation regulations, and grading plans. Assists Fire Marshal in review and processing of plans for fire alarm and sprinkler systems, scheduling of fire inspections, processing fire inspection forms, and billing customers for fire inspections.

- Assists Public Works Departments and oversees permits for city-owned buildings, including abatement of hazardous substances.

- May assist the Finance Department in the processing of accounts receivable and quarterly and annual billings.
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- Maintains division records, files and other reference materials; compiles and disseminates data regarding permit activity and fee collections; prepares and edits correspondence, plan check comments and various technical and statistical reports.

- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

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

QUALIFICATIONS: (The following are minimal qualifications necessary for entry into the classification.)

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Building Permit Technician I/II. A typical way of obtaining the required qualifications is to possess the equivalent of:

**Building Permit Technician I**

Two years of experience performing increasingly responsible office support duties involving heavy public contact, and a high school diploma or equivalent.

**Building Permit Technician II**

In addition to the above, two years of experience in reviewing and processing building, grading and improvement plans and/or permits equivalent to that of a Building Permit Technician I in the City of St. Helena.

**Building Permit Technician III**

In addition to the above, three years of experience in reviewing and processing building, grading and improvement plans and/or permits equivalent to that of a Building Permit Technician I in the City of St. Helena.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver’s license.

KNOWLEDGE/ABILITIES/SKILLS: (The following are a representative sample of the KAS’s necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I, II, and III levels.)
Knowledge of:

Building and municipal code sections as related to permit processes and inspection procedures; various construction methods and terminology; basic engineering, real property description and terminology; basic research methods used in the collection, tabulation, analysis and application of building inspection data; principles and practices of financial accounting; public relations techniques and procedures; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Read, interpret and review plans, blueprints and supporting documentation; collect, analyze and present data; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate standard office equipment including a computer and variety of word processing and software applications; operate automated record keeping and permit tracking systems.