

SENIOR PERMIT TECHNICIAN

DEFINITION

To organize, assign and review the work of assigned staff engaged in permitting duties; to perform technical duties requiring specialized knowledge; and to provide highly responsible technical support to assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the technical Permit Technician series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including performing the functional coordination of the permitting process and providing technical and functional supervision over assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor.

Exercises technical and functional supervision over assigned technical personnel.

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

Plan, prioritize, and review the work of staff assigned to a variety of permitting activities.

Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Participate in evaluating the activities of staff, recommending improvements and modifications.

Provide and coordinate staff training; work with employees to correct deficiencies.

Perform the full range of duties related to review, processing, and issuing of permits; perform advanced work enforcing code and monitoring compliance procedures in all phases of construction.

Coordinate plan review; monitor and coordinate project submittals; review plan check for consistency; compile plans and blueprint comments; review annotations and comments with applicants; facilitate pre and post application conferences for permit submittals.

Respond to Public Records Requests and related requests.

Perform routine plan checks for compliance with established criteria; serve as the permit coordinator.

Utilize fee schedules and designated calculations such as square footage to determine values; calculate and assess preliminary and final fees; collect, record, and balances permit related monetary transactions.

Perform extensive responsible and complex computerized data entry, data organizations and record access.

Provide information and instruction regarding building and planning review, zoning, permitting processes and common code issues.

Participate in the administration of assigned activities; may recommend and participate in the implementation of policies and procedures.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of technical and functional supervision and training.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Principles and practices of the Uniform Building Code, Uniform Plumbing, Uniform Electrical, Uniform Mechanical and Uniform Housing Codes.

Plan check, zoning, code administration, and permit approval processes and procedures.

Building construction practices and materials; construction drawings, plans, drafting symbols, customs and techniques.

Blueprint reading and interpretation; basic mathematics.

Land measurement and legal descriptions; applicable local, state, and federal codes, regulations, requirements.

Modern office procedures, methods, including automated permit management systems, and equipment including computers, computer applications such as word processing and spreadsheets.

Ability to:

Review and interpret laws, policies, procedures, regulations, maps, specifications, site, and building plans, graphs and statistical data.

Intermittently, review and evaluate documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve issues for the public and with staff.

On a continuous basis, sit at desk for long periods of time or stand at public counter; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Provide technical and functional supervision over assigned staff; effectively train staff.

Effectively perform advanced and technical work involved in the receipt, processing, and review of building permit applications; issue building and related permits.

Read, understand, implement, and explain technical information including plans, specifications, blueprints, and associated comments and annotations.

Perform routine and complex arithmetic calculations with speed and accuracy.

Communicate effectively both verbally and in writing; compile and summarize data, prepare and compose reports, correspondence and other written materials with brief instructions.

Maintain accurate records, operate and use modern office equipment including a computer and various software applications.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Two years of responsible journey experience similar to Permit Technician II with the City of San Pablo.

Training:

Equivalent to completion of the twelfth grade supplemented by specialized training and education related to building, plumbing, mechanical, electrical and/or zoning codes.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

Possession of the International Conference of Building Officials certification as a Permit Technician on appointment date.

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