



Job Code: 0110
FLSA: NE
Unit: PCEA
Revised: 5/95

PERMITS TECHNICIAN

DEFINITION

Under general supervision from the Director of Inspection Services, the Permits Technician provides technical, para-professional support and customer service to the Inspection Services Department and the public in issuance and coordination of the building permit process.

SUPERVISION RECEIVED/EXERCISED

Receives immediate supervision from the Director of Inspection Services.
Exercises supervisory responsibility over administrative support personnel.

TYPICAL DUTIES

1. Accepts building permit applications, blueprints, plans, specifications and other required documents. Reviews for completeness and conformance to building codes, local, state and federal ordinances and regulations.
2. Performs elementary plan check including encroachments, set backs, decks, fences spas, reviewing for completeness and for conformance to building codes and City ordinances.
3. Issues permits and calculates fees according to specified fee and plan check schedules. Enters data in land management system and tracks permits with Engineering and Planning.
4. Checks and tracks applicant files for Worker's Compensation requirements and contractor licenses.
5. Responds to inquiries from builders, engineers, contractors, architects and the public concerning scheduled inspections, submission requirements, building codes and permit regulations.
6. Researches and prepares information and statistics on building department permits, fees or related data.
7. Assigns work, and gives direction to clerical support staff. Prepares performance evaluations and makes recommendations on salary, hiring and disciplinary actions.

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MINIMUM QUALIFICATIONS

Knowledge of:

1. Working knowledge of general building and zoning requirements, handicap codes, state energy codes, construction practices and materials
2. Fee application process
3. Automated permit tracking system
4. Modern office practices and procedures

Skill to:

1. Read and understand technical code language
2. Make mathematic calculations
3. Communicate effectively in writing and orally
4. Establish and maintain effective working relationships with the public and staff
5. Enter and retrieve data in various computer software programs
6. Direct the work of other employees and evaluate performance

Ability to:

Read and interpret blueprints, compose routine correspondence

Education and Experience:

Any equivalent of combination of training or experience that would provide the knowledge, skills and abilities required to perform the essential duties of the job.

A typical way to do this may be: Graduation from high school or GED equivalent and two years experience in the processing and review of building plans and permit applications.

PHYSICAL ABILITIES

1. Ability to speak english clearly and be understood by others.
2. Ability to move within an office setting to include: bending, standing stooping and reaching behind, to the side and overhead to store and retrieve plans, books and files
3. Ability to lift plans weighing up to 15 lbs.
4. Ability to sit at a desk for an extended period of time.
5. Ability to see adequately to read computer screens.
6. Ability to hold/manipulate equipment to include: pen/pencil, computer keyboard, microfiche.