

CITY OF WASCO POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA			
Position Title:	Permit Technician	Department :	Building
Reports to:	Chief Building Inspector	FLSA Classification :	Non-Exempt
Career Ladder:	Building Inspector I	Pay Grade:	Approval Date: 08/16/05

POSITION SUMMARY:

The fundamental reason this classification exists is to work at the customer service counter providing service to the public in areas such as providing basic building information, assisting the public in the application process for building permits and other developmental processes, become proficient on the Permits software system, reviews plans for the purposes of establishing valuation and computing plan check and various other fees, issue building permits “over the counter” for less complex structures such as patios, fences, pools and signs; provides general information regarding codes for building contractors, architects, engineers, builders and general public.

CLASS CHARACTERISTICS:

This person will be trained in the Permits software and must have the capability of issuing building permits. Various basic planning and plans examining skills are also required. Independent decision-making, good communication skills and an aptitude for customer service are essential requirements of this position.

ESSENTIAL RESPONSIBILITIES:

Provides planning information to the public regarding zoning classifications, setback requirements development standards and the building permit process

Issues building permits at front counter when plan checking not required

Provide back up to front counter staff/activities

Issues “over the counter” permits such as signs, fences, patio, etc.

Provides explanation of corrections needed on plans when requested by public.

Provide information to the public on the telephone regarding building permit application and fees.

Maintains data base i.e. contractors, work flow status, activities.

Maintains familiarity with ordinance and procedural changes

Performs typing and clerical duties of routine nature

Maintains office files, records and indexes

Performs other duties as assigned

MINIMUM QUALIFICATIONS:

Knowledge of –Uniform Building Code; Uniform Housing Code; Principles; Computer usage and applications; Basic mathematics and statistical analysis

Skilled in -Customer service and public contact; Independent and group decision making

Ability to - Ability to type from clear copy at a speed of not less than 40 net words per minute; Apply technical knowledge and follow proper technique to examine building plans, read and interpret building plans, specifications, codes and ordinances; Communicate effectively and tactfully with individuals and small groups and in writing; Establish and maintain effective working relationships with associates, officials and general public;; Learn and apply complex computer applications such as Permits Plus and Arcview; Perform multiple tasks at one time; Know necessary regulations with firmness and tact

Licenses and Certificates – Possession of a valid California Driver’s License is required

Physical Abilities and Work Environment – Positions in this class are typically situated in a standard office environment but require standing, bending and walking most of the workday

Other –Bilingual fluency in English and Spanish is desirable.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

Experience – One year increasingly responsible administrative experience in a municipal or county building department

Education – Graduation from High School with some college coursework in Architecture, Engineering or related field which including a building codes class

ACKNOWLEDGEMENT

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

Print Name

Signature

Date