

COMMUNITY DEVELOPMENT DEPARTMENT PERMIT TECHNICIAN

DEFINITION

Under direction, advises the public on a variety of Community Development Department regulatory requirements; performs routine and technical work, both at the public counter and in the back office; answers inquiries related to building codes, remodeling and repair requirements, zoning and development regulations, general plan policies, permit procedures and schedules; provides preliminary review of plans and specifications; reviews, tracks, and processes applications; issues building permits; calculates and collects fees; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

This is a single-level, classification in support of the Building Inspector Series and the Planner Series. This paraprofessional class is distinguished from the professional classes in that it may require less comprehensive data collection, research, analysis, staff report preparation, public presentations, and technical field services than incumbents in the professional classes. Incumbents in this class are expected to be cross-trained in the processing requirements of at least two disciplines in order to provide comprehensive information on Mono County's development permit processes.

REPORTS TO

Community Development Director or designee.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

Provides information to the public on various Community Development Department regulations, permits, and applications; accepts and reviews application and plan submittals for completeness and compliance with Mono County ordinances and regulations; assists in processing construction plans; reviews plans to establish valuation and compute plan check and various other fees; verifies current contractor's licenses and worker's compensation insurance; refers plans to building inspectors, environmental specialists, planners, code compliance personnel, public works, special districts and plan checking personnel as needed; issues routine permits for building construction work; verifies completion of necessary documentation to balance accounts for monies collected; coordinates applicable inquiries with code compliance staff; responds to the more routine

inquiries and complaints related to building and planning regulations; maintains necessary records according to department policy; provides monthly progress reports and statistics; performs general office duties; maintain confidentiality; other duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 50 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; travel may be required; frequent contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Methods, procedures, principles and practices of record keeping and report writing.
- Computer and Internet applications related to permit functions.
- Building, zoning and related codes and ordinances enforceable by the County.
- Uniform Building, Plumbing, Mechanical and Electrical Codes.
- Principles of mathematics related to the building trades.
- Housing construction methods and terminology.
- Basic symbols and content of construction plans and blueprints.
- Principles of land use planning.
- Applicable federal, state, and local laws and codes.

Ability and willingness to:

- Read, understand and apply ordinances and regulations.
- Assist in the preparation of planning studies and reports.
- Review permit applications for completeness and conformity with requisite ordinances.
- Ability to interpret and explain building plans, specifications and building codes.
- Make mathematical calculations quickly and accurately.
- Communicate effectively both orally and in writing.
- Provide advice on standard construction methods and requirements.
- Enforce regulations with firmness and tact.
- Prepare clear and concise written reports.
- Deal tactfully and courteously with the public.
- Establish and maintain cooperative working relationships.
- Plan and organize work in an efficient manner.
- Track and complete multiple tasks while maintaining focus.
- Adapt to constantly changing work environment.
- Provide exceptional customer service.

- Use computers.
- Maintain confidentiality.

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

Four (4) years experience providing support in the Community Development Department permitting functions, and

Two years college coursework in planning, engineering, public administration, architecture, environmental studies, industrial technology, construction management, or a related field, or

Certification as a permit technician by ICBO (or equivalent).

Special Requirements:

- Possession of a driver's license valid in California.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents will be required to follow instructions and to perform other job related duties as may be required.

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Salary Range 56