



**FLSA: COVERED
EEO: 2
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BUILDING PERMIT TECHNICIAN II

DEFINITION

Under general supervision, in the Building Department, performs a variety of paraprofessional duties in relationship to one or more Community Development Agency departments or programs; specializing in the day to day functions of the Building Department and the Building Department permitting process.

DISTINGUISHING CHARACTERISTICS

This is the journey level classification in the Building Permit Technician series. Incumbents perform a wide range of paraprofessional and technical assignments and office and field support work in the Building Department and must demonstrate general knowledge of the development process and the function of the Community Development Agency. This classification is distinguished from Building Permit Technician I in that incumbents at this level are responsible for independently performing the full range of assigned duties and maintaining certification as an ICC Permit Technician (or equivalent). Basic plan check is to be performed at intake of projects and a broad range of industry related training must be completed annually. Additional industry related Certifications are encouraged.

REPORTS TO

Department head or designee

CLASSIFICATIONS SUPERVISED

None

EXAMPLES OF DUTIES

The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Duties may include but are not limited to routine field inspections and investigations.
- Conducting initial review at intake and approving plans reports or permits with the approval of qualified staff that hold the required professional level certifications.
- Assist with and actively participate in the maintenance, administration, and modification of databases and provides assistance to professional staff implementing program and project assignments.
- Assists with training of Permit Technician I and other less experienced Building Department staff as requested by department supervisory staff or designee.

ESSENTIAL QUALIFICATIONS

Knowledge of:

- In depth knowledge of the Building Department requirements for the issuance of Building Permits, basic plan review and records retention requirements.
- Knowledge of the principles, functions, and documentation and records retention of the departments within the Community Development Agency.
- Nomenclature, symbols, methods and techniques used in mapping and drafting.
- Techniques for gathering, compiling and presenting data in visual form.
- Local land use ordinance, zoning and Community Development agency policies.
- Basic principles of chemistry, biology and environmental geology.
- Characteristics of soil contamination from hazardous or toxic material.
- State and local standards and specifications for construction, subdivision, grading and encroachment projects.
- Construction methods, materials, techniques, principles, practices and equipment.
- Proper inspection methods and procedures.
- Materials sampling, testing and proper use of materials in construction projects.
- Use of computers and computer applications related to technical work.
- Basic principles and practices of environmental health and hazardous waste inspection, review, compliance, and consultation.
- Work safety methods and programs.

Ability to:

- Communicate effectively, both orally and in writing.
- Understand and carry out oral and written directions effectively and efficiently.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Perform a wide variety of complex inspection assignments.
- Inspect construction projects and for deficiencies and initiate corrective action.
- Read and interpret plans, specifications, ordinances, and codes.
- Gather a variety of data and prepare detailed and accurate reports.

- Make accurate mathematical calculations.
- Use a computer and computer applications in the performance of technical support work.
- Perform a variety of construction and development related investigations.
- Wear appropriate protective clothing and equipment.
- Read and interpret and apply policies, regulations, and procedures regarding inspections and compliance.
- Prepare a variety of technical reports.
- Establish and maintain effective professional working relationships with the public as well as personnel from this and other agencies.
- Remain objective and professional with other staff, agencies, and the general public.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; crawl through various areas on hands and knees; stand, walk, or crouch on narrow and slippery surfaces; climb ladders, stairs, and scaffolding; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of inspection, sampling, and materials testing equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed both in an office and outdoors; exposure to variations in temperature and humidity; exposure to dust; outdoor work may be performed in an environment with constant noise; some exposure to grease and oils; exposure to moving construction equipment; constant contact with staff and the public. Incumbents will be required to wear appropriate clothing and equipment while working in potentially hazardous environments.

TRAINING AND EXPERIENCE

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

Education

A high school diploma or GED equivalent. Preferably College level course work in Business Administration/Management, Construction Science or a related field developing investigative skills.

Experience

Two (2) years of full-time experience as a Building Permit Technician I, Preferably at least one year as an ICC certified Building Permit Technician or equivalent, knowledge of the other departments within Community Development or related department OR equivalent experience in the private sector, with experience in construction projects, land use planning, environmental investigations or inspections, or related fields, preferably in a position with extensive public contact.

SPECIAL REQUIREMENTS

Possession of an appropriate valid and current California Driver's License.