

CITY OF SAN JUAN CAPISTRANO

SENIOR PERMIT TECHNICIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To lead and participate in the more complex and difficult technical duties involved in accepting, processing and reviewing building permits; to lead in the assistance and information of the public in person or on the telephone regarding departmental policies and procedures; and to perform a variety of journey level tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Permit Technician series. Employees within this class are distinguished from the Permit Technician by the performance of the full range of duties as assigned including performing semi-skilled and skilled duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Building and Code Enforcement Manager.

May exercise technical and functional supervision over lower level staff.

ESSENTIAL FUNCTION STATEMENTS *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Leads in the assistance of the public at the front counter; issues permit applications; responds to questions on policies and procedures; provides information on the permit process.
2. Issues building, electrical, plumbing, mechanical, grading, and landscape permits.
3. Plan checks for setbacks and Title 25 code and issues permits for mobile home parks.
4. Reads and reviews architectural and civil engineer plans.
5. Receives and reviews completed applications; ensures information is accurate, complete and in compliance with regulations; advises public on necessary corrections.
6. Conducts plan check submittals; ensures compliance with codes, ordinances and regulations; recommends minor modifications.
7. Routes plans to appropriate staff; labels and logs information into logbook; sets up files; tracks and monitors plan status; notifies contractors, owners, developers and engineers of plan status; issues permits.
8. Leads in the verification of licensing and insurance on contractors; documents information in appropriate files.

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9. Calculates and estimates fees for permits; totals all fees and issue receipts for various applications.
10. Performs a variety of journey level clerical and technical tasks in support of assigned office functions including assisting the public, record keeping and report preparation; receives and answers a variety of phone calls.
11. Leads in the preparation and maintenance of records and files of plans and permits; assists the general public with retrieval, copying and microfilming of records; purges final permit files.
12. Prepares a variety of correspondence and related material in support of assigned functions; creates handouts of fee schedules and related permit processes.
13. Provides training, guidance, and support to lower-level staff.
14. Operates a two-way radio; maintains contact with inspectors.
15. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Technical terms related to building construction.
- Modern office procedures, methods and computer equipment.
- Pertinent Federal, State and local laws, codes and regulations governing building.
- Principles and procedures of record keeping.
- Basic mathematical principles.
- English usage, spelling, grammar and punctuation.
- Methods and procedures of data entry.
- Principles and practices of effective customer service.

Skill in:

- Processing Building permits.
- Interpreting and explain City policies and procedures related to the building permit process.
- Responding to requests and inquiries from the general public.
- Providing efficient and effective customer service.
- Independently preparing correspondence and memoranda.
- Working independently in the absence of supervision.
- Performing mathematical calculations quickly and accurately.
- Operating office equipment including computers and supporting word processing and spreadsheet applications.
- Maintaining records and preparing computer-generated reports.
- Understanding and follow oral and written instructions.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

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

Experience:

Five years of journey level clerical experience involving front counter public contact, including three years of processing permits.

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Training:

Equivalent to the completion of the twelfth grade.

Licenses or Certifications:

- Possession of an International Code Council (ICC) Permit Technician Certification.
- Possession of, or ability to obtain, an appropriate, valid driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office environment; extensive public contact.

Physical Conditions:

Essential functions require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; requires visual acuity for reading plans.