

CITY OF BRISBANE
BUILDING PERMIT TECHNICIAN

Definition

Under general supervision, performs technical, paraprofessional support, customer service, and clerical work supporting the operations involved with the building permit review, issuance and inspection process.

Class Characteristics

This is a technical classification in which the incumbent will serve as the primary point of contact for building permit applicants in the processing of permits. The nature of the tasks requires the ability to organize and prioritize the workload, along with good public relations skills and the ability to handle customers with tact and good judgement. The incumbent will perform routine and complex tasks associated with the receipt, review and tracking of building permit applications through the entire permit process to ensure efficiency and compliance with departmental policies and procedures. The incumbent will serve as primary point of contact with other city departments and outside agencies for processing building permits.

Supervision Received and Exercised

Receives direction from the Chief Building Official and/or designee.

Exercises functional or technical supervision over other clerical positions.

Examples of Important and Essential Duties - *the duties described below are provided as examples and are not to be considered as exclusive or all inclusive:*

- Assist or provide direction to applicants with their submittal of required materials for building permit applications;
- Screen building permit applications for completeness and conformance to City policies and procedures;
- Efficiently process building permit applications and related permits;
- Route, coordinate, and monitor plans and associated information through various City departments and agencies for plan review and permit issuance;
- Proactively track and monitor building permit workflow to ensure timely permit processing;
- Respond to inquiries and confer with builders, engineers, contractors, architects, and the public concerning submittal requirements, building codes and permit regulations;
- Effectively communicate and resolve a variety of complex problems and complaints that may be encountered by staff and applicants regarding permit and plan submittals, processing and inspections;
- Utilize the City's computerized Permit Tracking System for the processing of all building permit applications, ensuring completeness and accuracy of data entry;
- Maintain and compile records, files, forms and reports concerning building inspection and plan review activities;
- Ensure that plan check and permit fees are accurately calculated and collected;
- Organize and maintain various departmental files and databases;
- Maintain and update the Building Division website on an ongoing basis;
- Process complex records requests associate with building permits, including research of permit and plans information as needed;

- Process building-related requests from other city departments or outside agencies;
- Develop and maintain procedure manuals;
- Operate standard office equipment; and
- Perform related duties as assigned.

Qualifications

Knowledge of:

- Organization, procedures, and operating details of the Community Development Department;
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to building, engineering, land use, and/or urban planning, sufficient to answer questions and provide information to the public; applicable zoning and related laws and regulations;
- Business letter writing and basic report preparation;
- Modern equipment and communication tools used for business functions and program, project, and task coordination; and
- Computers, e-permitting systems and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Read and review building plans and specifications;
- Read land use maps, assessor's maps, plot maps, specifications, civil, mechanical, electrical, plumbing drawings, energy calculations, and other related documents;
- Use architectural and engineering scales to calculate dimensions and features; calculate and assess fees, apply cash handling principles;
- Work using a computer for extended periods of time;
- Independently respond to and resolve day-to-day requests, problems and/or complaints from staff the public and others in the course of handling building permit-related issues;
- Explain, interpret and apply routine and specialized information, policies, and governmental guidelines and regulations to other City departments, staff, the public and/or others;
- Research complex data, compile statistical information, and prepare reports for management;
- Communicate clearly and concisely orally and in writing;
- Work with the public in a tactful and effective manner;
- Work independently within established policies and procedures;
- Organize work, set priorities and meet deadlines; and
- Learn and utilize various computer programs to perform tasks, including, but not limited to, the City's specialized Permit Tracking System.

Education and Experience

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

Equivalent to graduation from high school and two (2) years of experience as a Building Permit Technician is highly desirable.

Licenses and Certifications:

- Possession of a valid California Class C Driver's License and a good driving record, at the time of appointment.
- Possession of certification as an International Code Council Certified Permit Technician within six (6) months of date of hire.

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing and walking in work areas if frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

Approved Date: April 6, 2023

Resolution: 2023-08

Revised Date:

Resolution:

Bargaining Unit: General Employees Association

Resolution: 2023-08

Former Titles:

Abolished: