

CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION

TITLE: PERMIT TECHNICIAN (621)

<u>DEPARTMENT</u>	<u>ACCOUNTABLE TO</u>	<u>FLSA STATUS</u>
<u>Community Development</u>	<u>Varies</u>	<u>Non-Exempt</u>

Approved May, 2008

~~**CITY OF SANTA CLARA, CALIFORNIA**~~
~~**PERMIT TECHNICIAN**~~
~~**(621)**~~

EDUCATION AND EXPERIENCE

- Graduation from high school or possession of a G.E.D. **and**
- One of the following experience patterns:
 - Three (3) years of increasingly responsible Permit Center office experience that involves extensive public contact in planning, zoning, engineering, architecture, or building construction trades; **or**
 - One (1) year of permit technician experience in a City or County Building Department.

Possible Substitutions:

- Completion of 30 semester units of college education including courses in drafting, mathematics, statistics, economics, and related courses may be substituted for one year of the required three years experience

LICENSE

Possession of an appropriate, valid Class C California driver's license is required at time of appointment.

DISTINGUISHING CHARACTERISTICS

The Permit Technician processes all building permits, coordinates permitting activities with other departments, and performs related work in the City of Santa Clara Permit Center.

TYPICAL DUTIES

Each position in this classification may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under supervision:

- Performs clerical and public counter work related to the City's development process;
- Provides information to the public regarding City regulations, procedures, and policies;
- Reviews applications, documents, and plan submittals for permits to assure accuracy, completeness, and compliance with pertinent laws;
- Calculates and collects permit fees;
- Issues permits;
- Performs computer data entry and retrieval;

PERMIT TECHNICIAN (continued)

- Maintains logs and records of permits issued;
- Performs simple plan checks;
- Distributes, coordinates, tracks and files plans for plan checking;
- Conducts research on past and current file activity;
- Verifies zoning, geologic hazard, flood zone, historic, and other status of permit sites; and
- Performs other related duties, as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Building Codes, maps, construction plans, and specifications;
- Database and records management practices and procedures.

Ability to:

- Read and interpret construction plans and blueprints;
- Make accurate mathematical calculations;
- Operate a variety of standard office equipment, including a computer, fax machine, telephone, and copier;
- Comprehend and implement office automation concepts;
- Perform accurate data entry;
- Use word processing and database applications (e.g., Word, Access, Excel);
- Handle multiple priorities, organize workload, and meet strict deadlines;
- Evaluate situations, identify problems, and exercise sound independent judgment within established guidelines;
- Communicate clearly and effectively orally and in writing;
- Work in a team-based environment to achieve common goals;
- Work effectively with the public, developers, consultants, and other City staff;
- Bend, stoop, reach, carry, climb, and lift as necessary to perform assigned duties.

SUPERVISION RECEIVED

Works under the supervision of the Permit Center Manager, Senior Plans Examiner, Plans Examiner, Senior Permit Technician, or other staff as assigned.

SUPERVISION EXERCISED

- May assist in the training of new and as-needed personnel as assigned.
- May act as a lead over Customer Service Representative – Permit Center, office support, or as-needed personnel as assigned.

OTHER REQUIREMENTS

Must be able to perform all of the essential functions of the job assignment.

CLASSIFICATION HISTORY

Rev. 05/2008

**CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION**

TITLE: PERMIT TECHNICIAN (621)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Community Development	Varies	Non-Exempt

EDUCATION AND EXPERIENCE

- Graduation from high school or possession of a G.E.D. **and**
- One of the following experience patterns:
 - o Three (3) years of increasingly responsible office experience that involves extensive public contact in planning, zoning, engineering, architecture, or building construction trades; **or**
 - o One (1) year of permit technician experience in a City or County Building Department.

Possible Substitutions:

- Completion of 30 semester units of college education including courses in drafting, mathematics, statistics, economics, and related courses may be substituted for one year of the required three years experience

LICENSE

Possession of an appropriate, valid Class C California driver's license is required at time of appointment.

DISTINGUISHING CHARACTERISTICS

The Permit Technician processes all building permits, coordinates permitting activities with other departments, and performs related work in the City of Santa Clara Permit Center.

TYPICAL DUTIES

Each position in this classification may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under supervision:

- Performs clerical and public counter work related to the City's development process;
- Provides information to the public regarding City regulations, procedures, and policies;
- Reviews applications, documents, and plan submittals for permits to assure accuracy, completeness, and compliance with pertinent laws;
- Calculates and collects permit fees;
- Issues permits;
- Performs computer data entry and retrieval;
- Maintains logs and records of permits issued;
- Performs simple plan checks;
- Distributes, coordinates, tracks and files plans for plan checking;
- Conducts research on past and current file activity;
- Verifies zoning, geologic hazard, flood zone, historic, and other status of permit sites; and

PERMIT TECHNICIAN (continued)

- Performs other related duties, as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Building Codes, maps, construction plans, and specifications;
- Database and records management practices and procedures.

Ability to:

- Read and interpret construction plans and blueprints;
- Make accurate mathematical calculations;
- Operate a variety of standard office equipment, including a computer, fax machine, telephone, and copier;
- Comprehend and implement office automation concepts;
- Perform accurate data entry;
- Use word processing and database applications (e.g., Word, Access, Excel);
- Handle multiple priorities, organize workload, and meet strict deadlines;
- Evaluate situations, identify problems, and exercise sound independent judgment within established guidelines;
- Communicate clearly and effectively orally and in writing;
- Work in a team-based environment to achieve common goals;
- Work effectively with the public, developers, consultants, and other City staff;
- Bend, stoop, reach, carry, climb, and lift as necessary to perform assigned duties.

SUPERVISION RECEIVED

Works under the supervision of the Permit Center Manager, Senior Plans Examiner, Plans Examiner, Senior Permit Technician, or other staff as assigned.

SUPERVISION EXERCISED

- May assist in the training of new and as-needed personnel as assigned.
- May act as a lead over Customer Service Representative – Permit Center, office support, or as-needed personnel as assigned.

OTHER REQUIREMENTS

Must be able to perform all of the essential functions of the job assignment.

CLASSIFICATION HISTORY

Rev. 05/2008