



City of Milpitas

Announces a job opportunity for **Engineering Permit Technician**

Annual Salary Range: \$62,252 - \$75,667

Final Filing Date: September 1, 2015

About the Position

We seek exceptional, enthusiastic, and creative individuals to provide technical and clerical support in the processing, review, record keeping and customer service functions related to the issuance of engineering permits; to screen submitted plans for accuracy and completeness; and to act as the initial contact and resource to customers regarding relevant applications and permitting processes, requirements, and fees.

Typical duties include: Duties may include, but are not limited to, the following:

- Provide exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, responsive, fair, courteous, respectful, and to actively participate in maintaining a positive customer service environment.
- Receive, process, and issue a variety of engineering permits and applications in an efficient and timely manner; sort and route permit application packages; insure all necessary approvals are obtained.
- Review submitted plans and applications for completeness, accuracy and compliance with City standards and regulations; assist the public in completing applications and other necessary forms; verify that appropriate signatures, insurance documents, security documents, required calculations, and scale/dimensions are included; collect and route traffic control plans for approval by the Traffic Engineer; perform simple technical plan checks.
- Calculate various construction valuations, plan check fees and permit fees; create private job accounts; collect fees and deposits; track account balances; communicate with Finance department on outstanding and closed accounts; process refund requests.
- Receive telephone calls and inquiries at counter; assist and direct public to appropriate staff member or department; provide information regarding efficient engineering services, codes, regulations, standards, procedures, policies, requirements, fees, and other related matters.
- Research City archives and retrieve plans, reports, and other public records for the Engineering Division, other departments, and public inquiry.
- Provide City staff and the public with general engineering information as requested including subdivision maps, assessor's parcel numbers, easements, flood zone status, public right-of-way, public improvement plans, and assessment districts.
- Perform related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS

Education & Experience: Equivalent to a High School Diploma; College level coursework in engineering or construction is highly desirable. Two years of progressively responsible sub-professional engineering, construction, or related experience in public permitting; related coursework may be substituted for experience.

License & Certificates

Possession of an appropriate, valid Class C California driver's license is required at time of appointment. An ICC Permit Technician certification is highly desirable.

Special Requirements

Essential duties require the following physical abilities and work environment:

General office environment; sit and/or stand for long periods of time; repetitive keyboarding; reach, squat, lift, and carry up to 25 pounds; able to travel to various locations within and outside the City of Milpitas.

Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Candidates who successfully pass the selection process will be placed on an eligibility list. All candidates will be advised of their status once a finalist has been selected.

To Apply

Only online applications via CalOpps will be accepted. Visit the City of Milpitas website at www.ci.milpitas.ca.gov or www.calopps.org to apply. Copies of required certificates (if applicable), must be scanned into one document, along with a resume, and attached to your application by the filing date.

A complete job description is available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Employment, Job Specs) or from Human Resources - (408) 586-3090. The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Salary and Benefits

The salary for this position will be dependent upon the qualifications and experience of the selected candidate. The salary range: \$62,252 - \$75,667 annually. The City provides an excellent array of benefits that includes the following:

- Retirement - In compliance with AB340, CalPERS retirement formula is either 2% at age 62, or 2% at age 60, subject to an individual's eligibility and applicable pension reform law.
- Contributory Retirement Plan – New employees pay 6.25% or 7% employee PERS contribution and 4.9% towards the employer PERS contribution.
- Vacation - 11 days per year to a maximum of 31 days per year.
- Sick – 12 days per year
- Holidays – 13 days per year
- Health Insurance – Multiple plans
- Dental and Vision – City paid.
- Life insurance - City paid \$50,000 life insurance. Long and short-term disability coverage.
- 457 (b) Deferred Compensation Plan - Voluntary
- Tax deferred medical and dependent savings plans
- Flexible Spending - Pre-tax medical and dependent day care expense accounts

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

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<http://www.ci.milpitas.ca.gov/government/hr/employment.asp>

