CITY OF MILPITAS

Revised: July 2004
Effective: August 6, 1996
EEOC: Para-professional
FLSA: Non-Exempt
Unit: Building
Physical: 1

BUILDING PERMIT TECHNICIAN

DEFINITION

To provide technical and clerical support in the processing, plan checking, and record keeping functions related to the issuance of building/construction, planning, and public works 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.

DISTINGUISHING CHARACTERISTICS

This is a "bridge" classification between the clerical/administrative support job series and the Building Inspector job class. Positions in this class typically have experience in the clerical and technical aspects of this classification and must work under immediate supervision while learning more clerical and technical job tasks assigned to the position as needed. Incumbents in this classification will eventually be expected to perform the full range of assigned duties in an independent manner.

SUPERVISION RECEIVED AND EXERCISED

Immediate to general supervision is provided by the Permit Center Manager. May receive functional or technical supervision from other departmental professional staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited too, the following:

Process a variety of building/construction, planning, and public works permits and applications for permits in an efficient and timely manner; insure all necessary approvals are obtained.

Receive telephone calls and inquires at counter; assist and direct public to appropriate staff member or department; provide information regarding the application/permitting process, codes, requirements, fees, and other related matters.

Conduct the more routine and elementary plan checks such as minor tenant improvements, and residential additions and remodels construction in accordance with pertinent building codes and standards.

EXAMPLES OF DUTIES

Review submitted plans and applications for completeness and accuracy; verifying that appropriate signatures, required calculations, and scales/dimensions are included.

Issue routine permits such as roofing, signs and minor mechanical, electrical and plumbing modifications.

Inform contractors and/or owner/builders of procedure for securing a permit; outlining submittal requirements, necessary documentation, building codes, permits regulations, and zoning ordinances.

Calculate various construction valuations, plan check fees and permit fees.

Sort and file documents and records, maintaining alphabetical index and cross-reference files; maintain office records related to building inspection and code enforcement.

Maintain a variety of statistical records; check and tabulate statistical data; prepare simple statistical reports.

Operate standard office equipment including computer equipment and software applications as assigned.

Receive, sort and distribute incoming and outgoing correspondence.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:
Standard and accepted English usage, spelling, grammar, and punctuation.

Standard and accepted office methods and equipment including filing systems.

Organization procedures, and operations of the Building Inspection, Planning, Land Development and other divisions and departments.

Ability to:
Read, understand and learn to apply and interpret pertinent and designated sections of the Building, Mechanical, Plumbing, Electrical and Municipal Code Books.

Review documents related to division operations; observe, identify and problem solve office operations and procedures.

Understand, interpret and explain department policies, procedures, and operations for the public and staff.

Compose correspondence.

Perform clerical work including maintenance of appropriate records; preparation of general reports; and verify and check files and data.

Perform simple mathematical calculations quickly and accurately.

Operate a variety of automated office equipment including computer and related applicable software.

Type with speed and accuracy.

Establish and maintain effective working relationships with those contacted in the performance of required duties.

Ability to read and interpret construction plans and blueprints.

EXPERIENCE AND EDUCATION

Experience:
Two years of progressively responsible building construction or related experience. Related coursework can be substituted for experience.

Education:
Minimum requirement is a High school diploma or equivalent. College level coursework in engineering or architecture is highly desirable.

Certificates:
Obtain Permit Technician Certification within first twelve months of appointment.

SPECIAL REQUIREMENTS **Essential duties requires 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 15 pounds.

Approved by: Thomas J. Wilson 8-5-04

City Manager Date

CRosmquist 8/5/04