

CITY OF HAYWARD

SENIOR PERMIT TECHNICIAN

DEFINITION

Under general direction from the Supervising Permit Technician performs advanced paraprofessional and technical work involved in the receipt, processing and review of building permit applications, in the issuing of building and related permits. Coordinates the permit process with City staff in other departments, acts as lead to assist other Permit Technicians as required.

DISTINGUISHING CHARACTERISTICS

Advanced journey-level position in which the incumbent has a higher level of knowledge and experience than journey level Permit Technician. This position works with minimal supervision from the Supervising Permit Technician and requires the exercise of independent judgment. Position requires a keen attention to detail given the complexity of projects. Incumbent is expected to have full knowledge of permit tracking software and of City procedures related to permit processing, tracking, routing, and calculating fees. Incumbent is expected to be able to advise and assist contractors, developers, architects, engineers, and homeowners in the procedures necessary to obtain permits. Incumbent is expected to take initiative in regard to project management and workload.

SUPERVISION RECEIVED

Receives supervision from Supervising Permit Technician.

SUPERVISION EXERCISED

May exercise functional direction over Permit Technicians and clerks assigned to the Permit Center.

ESSENTIAL DUTIES

Performs technical review of various building and other related permit applications and materials; approves routine over-the-counter building permits.

Functions as liaison and single-point-of-contact for developers with City building services and design review staff; coordinates action and workflow within the Planning & Building Department and with other City departments and outside agencies;

May serve as permit coordinator for special projects.

ESSENTIAL DUTIES (continued):

Coordinates plan review; monitors and coordinates project submittals; reviews plan check comments for consistency; compiles plans and blueprint comments; reviews annotations and comments with applicants;

Receives inquiries, reviews and evaluates permit applications, construction plans, blueprints and other supporting documents for completeness, accuracy and conformance with local, state, and federal building codes, regulations, requirements, and other applicable established criteria.

Uses fee schedules and designated calculations such as square footage, to determine values and calculate and assess preliminary and final fees; collects, records and balances permit related monetary transactions.

Performs extensive responsible and complex computerized data entry, data organization, and records access.

Records, logs, compiles and maintains various permit related files, data, documents, plans, blueprints and reports.

Researches, compiles and summarizes a variety of information and data regarding building, planning and related issues, such as occupancy uses and property histories; prepares various reports, statements or logs.

Provides information and instruction regarding building and planning review, zoning, permitting processes and common code issues; maintains knowledge of applicable laws and procedures; interprets and explains rules and regulations; answers questions and resolves problems or complaints in an expedient manner.

Participates in the administration of assigned activities; recommends and participates in the implementation of policies and procedures.

Provides lead direction and training for assigned staff to ensure effective operations; may plan, assign, oversee and review daily work and related assignments in the absence of Supervising Permit Technician.

On a continuous basis, sit at a desk and/or stand at a front counter for long period of time.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of leadership, motivation, team building and conflict resolution;

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Knowledge of (continued):

Architectural drawing conventions;

Process and procedures associated with construction permits;

Policies and procedures of fees assessment;

Principles and practices of high level customer service;

English usage, spelling, grammar, and punctuation;

Modern office methods, procedures, computer equipment, and computer software applicable to assignment.

Ability to:

Intermittently twist and reach office equipment;

Write and use keyboard to communicate through written means; read and interpret documents and plans;

Learn and apply various state and local laws, codes, ordinances and regulations;

Operate standard office equipment;

Use initiative and sound independent judgment within established guidelines;

Communicate clearly and concisely, both orally and in writing;

Establish and maintain effective working relationships with those contacted in the course of work;

Work with various cultural and ethnic groups in a tactful and effective manner.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

EDUCATION AND EXPERIENCE (continued):

Experience: Three years of responsible experience in the construction or building design field or as a Permit Technician or Plans Checker.

Education: Equivalent to high school graduation. College course work in building code requirements, fire science or hazardous materials code requirements is highly desirable.

Licenses and Certificates: Possession of an International Code Council Permit Technician Certificate or ability to obtain certification within first six months of employment.

Possession and maintenance of a valid Class C California Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical abilities and work environment: work in a standard office environment; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball, use standard office equipment; sit for prolonged periods of time; stand, walk, reach, twist, turn, kneel, bend, squat and stoop in the performance of daily office activities; converse by telephone, in person, and to small or large groups and be clearly understood; read and comprehend technical and complex documents; interact with the public and all different levels of City staff in a professional manner; and safely lift, carry and maneuver office supplies and equipment, documents, or other related materials, weighing up to 40 pounds. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: Six (6) months

179CS07

January 2007

December 2013

July 2018

FPPC STATUS:

FLSA STATUS: Non-Exempt