

## **PLANS AND PERMIT TECHNICIAN**

### **DEFINITION**

Under close supervision, performs a wide variety of technical and clerical duties such as receiving, logging, and distributing building plans and applications; calculates appropriate fees; and check plans and issues building permits for minor residential additions and alterations.

### **SUPERVISION RECEIVED/EXERCISED**

This classification receives supervision from the Supervising Plans Examiner. This class does not exercise supervision.

### **DISTINGUISHING CHARACTERISTICS**

Incumbents perform counter duties, receiving building plans, and determining appropriate plan check and building permit fees. Duties also include classifying, indexing and filing building plans and documents, distributing plans to appropriate sections, and checking plans and issuing building permits for minor residential additions and alterations. This class is distinguished from Plans Examiner in that the latter performs combination plan reviews of single family dwellings.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*May include, but not limited to, the following:*

Receives building plans and reviews at counter.

Calculates fees for plans submitted based on appropriate standards such as, type of construction and square footage, or by evaluated cost.

Maintains, updates, and files building plans and documents.

Checks building plans and issues building permits for minor residential additions and alternations utilizing applicable standard details and design aids.

Responds to public inquiries regarding status of submitted projects and provides general information.

Establishes positive working relationships with contractors, developers, state/local agencies and associations, City management and staff, and the public.

May coordinate construction planning documents review with other City departments and divisions.

Performs related duties as required.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Office practices and procedures, including filing, indexing, and cross-referencing.

Engineering maps and records.

California construction codes such as the California Building Code, Energy Code, etc.

Principles, practices, and methods used in various land use and building construction areas, including plumbing, electrical, and mechanical.

### **Skill to:**

Operate office equipment, including a computer and a variety of word processing and software applications.

### **Ability to:**

Understand, interpret, and apply rules, policies, and procedures.

Communicate effectively, orally, and in writing.

Operate a personal computer and use spreadsheets and related computer software.

Collect data and prepare reports and correspondence.

Interpret and edit written materials.

Follow oral and written instructions.

Perform accurate mathematical computations.

Perform accurate data entry.

Establish and maintain effective working relationships.

Create and maintain a variety of records and logs.

**MINIMUM QUALIFICATIONS**

Possession of a high school diploma or GED and two (2) years of increasingly responsible administrative experience in an architectural, engineering, building, or similar office.

**OR**

Completion of thirty (30) units from an accredited college or university with major coursework in architecture, engineering, drafting, and construction or related field and one (1) year of increasingly responsible administrative experience in a municipal or county building or planning department.

**SPECIAL REQUIREMENTS**

Possession of a valid California Driver's License may be required at time of appointment.

Possession of a current certificate as a Plans and Permits Technician by a recognized code publishing organization such as the International Code Council (ICC), within one year of appointment.

APPROVED: \_\_\_\_\_ *Signature on File* \_\_\_\_\_ DATE: 09/23/16  
Director of Personnel Services

New class effective: 09/22/16