



City of Laguna Niguel Job Description

BUILDING PERMIT TECHNICIAN

Maintenance, Clerical, and Technical Unit
FLSA: Non-exempt

DEFINITION

Perform a wide variety of technical duties involved in accepting, processing, and reviewing building permits; assist and inform the public in person or over the telephone on departmental policies and procedures; perform a variety of tasks related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff.

EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES

Important responsibilities and duties may include, but are not limited to, the following:

- ◆ Assist the public at the front counter; issue permit applications; answer questions on policies and procedures, provide information on the permit process.
- ◆ Receive and review completed building permit applications; ensure information is accurate, complete, and in compliance with building and other regulations; advise public on necessary corrections.
- ◆ Route plans to appropriate staff; label and log information into permit system; set up files; track and monitor plan status; notify contractors, owners, developers, and engineers of plan status; issue building permits.
- ◆ Verify licensing and insurances on contractors; document information on file.
- ◆ Calculate and estimate fees for permits; collect fees for various applications, registrations, and licenses; issue receipts for fees collected; input data into computer.
- ◆ Perform a variety of clerical and technical tasks in support of assigned office functions, including assisting the public, record keeping, and report preparation; answer a variety of phone calls.
- ◆ Prepare and maintain records and files on plans and permits; assist the general public with locating, retrieving, and copying of microfilm records; purge final permit files.
- ◆ Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- ◆ Principles of record keeping.
- ◆ Mathematical principles and practices.
- ◆ English usage, spelling, grammar, and punctuation.
- ◆ Methods and procedures of data entry.

- ◆ Pertinent Federal, State, and local laws, codes, and regulations.
- ◆ Modern office methods, procedures, and computer equipment.

Ability to:

- ◆ Learn the building permit process.
- ◆ Interpret and explain City policies and procedures related to the building permit process.
- ◆ Learn technical terms related to building construction.
- ◆ Perform mathematical calculations quickly and accurately.
- ◆ Operate office equipment including a computer and a switchboard.
- ◆ Type at a speed necessary for successful job performance.
- ◆ Maintain records and prepare computer-generated reports.
- ◆ Understand and follow oral and written instructions.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Establish and maintain effective working relationships.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Two years of responsible clerical experience involving front counter public contact; experience in a local government agency is preferred.

Equivalent to the completion of the twelfth grade.

Licenses:

Possession of, or ability to obtain, a valid California Driver's License.

PHYSICAL DEMANDS

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, or hear; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, and crouch.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.