



CITY OF WINTERS

BUILDING PERMIT TECHNICIAN

DEFINITION: Under the direction of the Building Official or his/her designee, performs responsible technical, administrative and clerical support in the Building Division of the Community Development Department.

ESSENTIAL FUNCTIONS--Essential and other important responsibilities and duties may include, but are not limited to, the following: Essential Functions: Performs public counter work; provides information and direction in person or over the telephone to the public on building issues, applicable local, state and federal engineering and building codes, ordinances, documents, standards and guidelines, processes and requirements; receipts, reviews, routes, processes and checks minor applications and permits; reviews applications, documents and plan submittals to ensure accuracy and compliance with pertinent laws and established criteria; issues building permits; verifies that required permits, licenses and insurances have been obtained; calculates processing permit and mitigation fees and provides fee estimates as requested; provides information to the public relating to the status of projects and permits; prepares reports, memoranda and letters pertaining to permitting; collects, records and balances permit related monetary transactions; researches, compiles and analyzes data for special projects and various reports; receives requests for building inspections, enters inspection data, prepares field inspection records and schedules and coordinates inspections, as required; establishes and maintains filing systems.

QUALIFICATIONS: Knowledge of: Principles and practices of construction and building permitting; basic construction terminology and fire and building codes sufficient to answer questions and provide information to the public; customer service principles and public relations techniques; office software applications; correct English usage, spelling, grammar and punctuation; organization and operation of the city and outside agencies involved with development approvals and coordination; research techniques, resources and sources of information related to the Building Division. Ability to: Learn, interpret, apply and explain basic local, state, and federal regulations and standards; read and understand general construction plans and specifications; establish and maintain cooperative working relationships with the public, development and business communities, consultants, city staff and others contacted during the course of work; communicate clearly and concisely, both orally and in writing; make accurate mathematical calculations; use a personal computer and software; plan and organize workload; maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include sitting for extended periods of time and operating assigned equipment; maintain effective audio-visual discrimination and perception

needed for making observations, communicating with others, reading and writing, and operating assigned equipment; and maintain mental capacity which allows for effective interaction and communication with others.

EDUCATION AND EXPERIENCE: Education: High school diploma or equivalent. Specialized coursework in database software, building inspection, architecture, landscape architecture, engineering or related courses highly desirable. Experience: One (1) year, full-time equivalent, of technical or administrative experience involving public contact, preferably in a building division or related field.

LICENSES AND CERTIFICATES: If job requires driving, possession of valid Class "3" or "C" California driver's license is required. Possession of a Building Permit Technician Certificate is desirable, or must be obtained prior to the completion of the probationary period..

WORKING CONDITIONS: Work in an office and field environment; see and read characters on a computer screen; sustain posture in a seated position for prolonged periods of time; occasional lifting of up to thirty (30) pounds.