

CITY OF DALY CITY
JOB SPECIFICATION

APPROVED BY
PERSONNEL BOARD: 02/08/2007
CITY COUNCIL: 02/26/2007
RES. NO.: 07-35

BUILDING PERMIT TECHNICIAN

DEFINITION

Under direction of the Chief Building Inspector, the Building Permit Technician processes building permit applications and issues permits. Provides information concerning building permit requirements, codes and inspection procedures to contractors, design professionals and the public, checks plans for completeness, calculates permit fees, issues over-the-counter building permits and routes plans. Does related work as required.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following: accept, review and evaluate building permit applications for completeness and correctness ; review blueprints for completeness and accuracy and check for basis code compliance; verify parcel ownership and check for violations and inspection history; process over-the-counter residential applications for permits to repair-in-kind building, electrical, plumbing and mechanical; determine which agencies must review applications and route building permit applications to various City agencies and departments to process; provide information to the public concerning the building permit process requirements, codes and inspection procedures; assist the public in completing applications for building permits; receive complaints and handle or route to the appropriate staff to solve; explain denials of applications, additional requirements and the process for reapplying; determine building fees; calculate square footage and determine cost-per-square-foot based on use, occupancy and type of construction; notify applicant when the building permit will be issued or if additional information is required; issue building permits; input, access and analyze data using a computer; maintain records; prepare weekly and monthly reports; and attend meetings.

MINIMUM QUALIFICATIONS

Knowledge of: Federal, state and municipal codes, ordinances, and regulations related to building construction, electrical, plumbing, mechanical, heating, and gas installations; construction drawings and blueprint reading; building construction types; inspection methods and procedures; office practices and procedures.

Ability to: Establish and maintain effective, tactful, positive and fair working relationships with property owners, developers, building contractors and the general

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public even in occasionally hostile situations; understand, explain, and consistently and fairly apply policies, laws, codes, regulations, and the permit process; apply the principles of mathematics; read and interpret building plans and specifications; review building permit applications for completeness and correctness; use assessor's parcel map to locate property; calculate square footage; input and access data using a computer; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Experience: One year of public contact work in a similar enforcement department or agency or experience with land use regulations, the building process, construction, or drafting which was combined with major public contact.

Education: Graduation from high school or equivalent. Desirable additional education would include two years of college course work in construction technology, blueprint reading and drafting, building inspection or civil engineering.

License: Must possess a valid Class C California Driver's License and an acceptable driving record.

R: 02/07