



CLASS SPECIFICATION

PERMIT TECHNICIAN

Nature of Work: Under general supervision of the Chief Building Official and Project/Administrative Assistant performs a wide variety of technical, paraprofessional support, and customer service duties related to building permit applications, as well as duties associated with the Senior Administrative Support Specialist classification for the Building Inspection Division.

Essential Duties:

- Assists architects, contractors and the public in accepting, processing, and tracking applications for building permits.
- Calculates permit fees.
- Issues permits.
- Performs over-the-counter plan reviews of small residential construction projects.
- Accepts and processes inspection requests
- Tracks permit activity and compiles reports for distribution to City Council
- Tracks permit activity and develops reports and payments to specific state agencies
- Assists in the training of Administrative Support Specialists
- Develops check lists and procedures relating to the Permit Technician's duties
- Reviews applications for permits for completeness and accuracy
- Routes plans to other City departments and outside agencies for plan review.
- Assembles comments from various plan reviewers into a written document
- Researches and responds to public inquiries, including research of permitting records.

Knowledge of or the Ability to:

- Effectively search construction codes including building, mechanical, plumbing, and electrical and make accurate interpretations of code language.
- The City of Newark Zoning Ordinance
- Read and interpret elementary construction drawings
- The inspection processes conducted by Building Inspectors
- Utilize various software programs including MSWord, MSEXCEL, and TRAKiT

Experience and Training:

- Possession of a high school diploma.
- Five years' experience with a public agency working in a building inspection department, or a two-year degree in a Permit Technician program or closely related field from an accredited college.
- Possession of a Building Permit Technician certification from the International Code Council is highly desired at time of hire or within six (6) months of hire.

Special Requirements: Requires the possession of a valid California Driver's license.

Physical Requirements: Ability to sit for prolonged periods of time, bend, stoop, speak, and hear. The class requires the use of hands and arms to operate a computer key board, grasp objects, and to reach. Employees in this class must occasionally lift and/or move up to 25 pounds.

Probationary Period: 6 months

FLSA: Non-exempt