

CITY OF LOS ALTOS POSITION CLASSIFICATION

PERMIT TECHNICIAN

Definition: Under general supervision, the Permit Technician performs a variety of plan checking, and permitting in connection with the City's building regulations. The position performs a variety of duties supporting the operations at the front counter.

Examples of Duties: Duties may include, but are not limited, to the following:

- Provide general and technical information about City Building and Municipal Code requirements.
- Efficiently process and issue building permits and assure all necessary approvals are obtained.
- Efficiently track and maintain plan check submittal data.
- Perform elementary plan checking duties at the counter, reviewing for completeness and for conformance to building and other appropriate policies and procedures as assigned.
- Receive and respond to inquiries from the public regarding minor zoning administration, building permit and inspection processes, both at the front counter and over the telephone.
- Respond to inquiries and confer with builders, engineers, contractors, architects and the public concerning submitted requirements, building codes, building permits, plan check status, and permit regulations at the counter and over the phone.
- Calculate various valuations, plan check fees and permit fees; collect and process various fees as necessary.
- Sort and file documents and records, maintaining alphabetical, index and cross-reference files; maintain complex office records related to building inspection and code enforcement.
- Schedule and maintain daily inspection schedule.
- Review building permit and design plans for compliance with City codes and guidelines.
- Assist with implementation of the Urban Runoff Pollution Prevention Program.
- Operate standard office equipment, including microcomputer equipment as assigned.
- Perform other duties as assigned.

Minimum Qualifications:

- **Knowledge of:** Organization, procedures and operating details of the Building Division.
- Building terms and codes.
- Word processing, spreadsheet and database software.
- Construction practices and materials.
- Modern office methods and equipment, including filings systems.

Ability to:

- Acquire a working knowledge of applicable building codes and regulations.
- Compose correspondence.
- Read, understand, interpret plans and explain rules and regulations.
- Maintain complex records and prepare reports and answer questions from records.
- Acquire a thorough knowledge of the policies, regulations and procedures of the Building Division.
- Perform clerical work, including maintenance of appropriate records and preparation of general reports.
- Prepare statistical reports from available data.
- Verify and check files and data.
- Follow written and oral instructions.
- Perform simple mathematical calculations.
- Quickly and accurately process permit fees.
- Write clearly using proper English usage, spelling, grammar and punctuation.
- Establish and maintain effective working relationships with City staff and the public.
- Operate a variety of automated office equipment, including computer and related applicable software.
- Type at a speed of 45 net words per minute.

Experience and Education Guidelines: *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:*

Experience: Three years of experience in a public building permit review setting is preferred. Experience in the fields of construction, office administration, plan review, urban planning, engineering, environmental studies or related fields.

Education/Training: Equivalent to the completion of the 12th grade supplemented by college-level course in construction management or building inspection techniques.

Required Licenses or Certificates: Possession of, or ability to obtain, a valid California Driver's License.