

## CITY OF LATHROP

### PERMIT AND PLAN CHECK SUPERVISOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under general direction, performs a variety of supervisory and technical responsibilities in the areas of building permit processing and plan check for commercial and residential structures;; provides information to the public; calculates and collects fees; provides administrative support within the Division; prepares permit activity reports; represents City with a variety of customers and the public, performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Permit and Plan Check Supervisor** is a supervisory level class in which the incumbent is expected to supervise and coordinate the activities of the permit services and plan check for the Building Division. This is a single incumbent classification, which is differentiated from the next highest classification of Chief Building Official in that the latter is responsible for supervision and oversight of the Building Division.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the Chief Building Official, or designee. Exercises direct supervision over permit and plan check staff, and indirect supervision over Building Division support staff.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Responsible for supervising the consistency, accuracy and quality of services provided at the permit services counter including the review and processing of building permits for new construction and building modifications; supervises, trains, motivates, assigns work and evaluates assigned staff; participates in the hiring process; recommends disciplinary actions as necessary; recommends policies and procedures related to permit processing and issuing.
- Participates in the review and processing of building plans for routine and complex structures, and building systems compliance primarily for residential buildings, alterations and repair by reviewing plans, architectural drawings, structural calculations, and specifications submitted with development permit applications to insure completeness and conformance with California Building, Plumbing, Mechanical, and Electrical Codes and relevant State, County and local ordinances.
- Performs over the counter plan checks for small construction projects including but not limited to retail, restaurants, offices, commercial/industrial projects, projects with structural changes and code compliance cases.
- Verifies and coordinates permit documentation, agency clearances and approvals, project information, and contractor licensing information in preparation of project for permit issuance; Receives building plans and specifications for completeness, review and conformance to permit

requirements and regulations; reviews, distributes, and tracks construction plans from project submittal to permit issuance; forwards plans to the appropriate Department staff; relays necessary corrections to the permit applicant.

- Accepts plans for plan checks; oversees all plan checks and ensures they are completed in a timely manner; recommends corrections to violations; maintains department logs; performs input and retrieves data; assists in the preparation of permit and construction activity reports.
- Provides customer service by responding to public and agency inquiries by phone and at the counter; provides information regarding building permit policies and application procedures; works cooperatively with property owners, contractors, architects, developers, engineers, or their representatives to resolve questions regarding permit issuance and permit fees.
- Responds to contractors, builders and the public to answer questions and resolve complaints related to plan check requirements and conditions of permit approvals.
- Oversees and manages the development, installation, and maintenance of a case management and permit tracking system for managing all aspects of the building permit and plan check process.
- Calculates, collects, and records permit application and plan check fees; coordinates fee payment with the cashier; issues over the counter permits.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

#### **PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, bending, grasping, and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Permit and Plan Check Supervisor**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of experience in processing plan submittals and permit applications, and an associate's degree. A bachelor's degree in construction management, public administration, or a related field is highly desirable.

**License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license. Possession of or ability to obtain CALBO Residential Plans Examiner or Residential Building Inspector Certificate within one year of hire is required.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Building and municipal code sections as related to the permit and inspection process; principles and practices of plan checking; various construction methods, materials and terminology for both residential and commercial projects; case management and permit tracking systems; real property description and terminology; basic research methods used in the collection, tabulation, analysis, and application of building inspection data; public relations techniques and procedures; supervision, training, and motivation; basic principles of mathematics; applicable federal, state, and local laws, codes, and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

**Ability to:**

Manage, oversee, and supervise all permit services and plan checks; review plans, blueprints, and supporting documentation for completeness; collect, analyze, and present data; explain and give zoning and planning ordinances and engineering information; work with the public in a courteous and friendly manner; plan, organize, train, evaluate, and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations pertinent to permit issuance; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate standard office equipment, including a computer and variety of word processing software programs.

**HISTORICAL DATA**

Adopted: September 14, 2020 by Resolution 20-4786

FLSA Status: Exempt

Bargaining Unit: LMCEA