

CITY OF LATHROP
PERMIT TECHNICIAN

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities 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 supervision, performs a wide variety of technical and office support duties for the Building and Planning Divisions; provides information to the public related to the application processes, plan review processes, fees, and other policies and procedures; receives and reviews applications; calculates and collects fees; routes plans for review; prepares and maintains permit records and files; provides administrative support within the assigned division; performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Permit Technician** is the journey level class responsible for providing customer service by responding to public and agency inquiries by phone and at the counter; provides information regarding building permit policies and application procedures, zoning and planning procedures and requirements; works cooperatively with property owners, contractors, architects or their representatives to resolve questions regarding permit issuance, permit fees or construction inspection. This classification is distinguished from the next higher classification of Director of Community Development in that the latter has overall management responsibility for the Department.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Director of Community Development or designee. Incumbents in this class do not routinely exercise supervision.

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

- Provides information to homeowners, builders, engineers, developers, architects and the public; serves as the initial public contact for the Building and Planning divisions by phone or at the counter; answers general questions regarding building and planning functions and explains building ordinances, procedures and requirements; assists and advises the general public in matters relating to building requirements, status of submitted projects, zoning and Planning Division requirements; prepares correspondence to architects, engineers and contractors relating to correction of plans and engineering detail.
- Coordinates projects and provides communication with all involved departments; attends developer meetings and coordinates proposed projects by priority infrastructure and fee estimates.
- Checks building plans and issues building permits for minor residential additions and alterations; approves small project plans and issues over the counter permits; reviews applications for completeness and accuracy; verifies contractor's licenses, construction bonds, Workers' Compensation, and insurance coverages; calculates plan check and building permit fees for plans submitted for review based on the type of construction and square footage, or by evaluated cost; collects fees and issues receipts for various

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- applications, registrations and licenses; inputs data into automated information systems.
- Receives residential and commercial building and development permit applications and plans; opens plan review files; coordinates with other departments and follows up on permit status as necessary; receives, logs, and distributes development plans for plan checking; inputs plan review information from all departments into automated system; updates and generates required reports; maintains and retrieves files and documents for all permit areas; reviews corrected plans for conformity with requirements; calculates fees and submits documentation for permit issuance.
- Accepts various planning applications and plans; checks for completeness and accuracy; accepts and processes Home Occupation Permits and Administrative Approval Permits.
- Performs a variety of office support and technical tasks for assigned areas of responsibility; sets up and takes down prior to and after all Planning Commission meetings; prepares, types, word processes, and proofreads a variety of documents, including general correspondence, memoranda and related material; prepares reports and technical documents; receives, sorts and distributes incoming mail.
- Responds to questions and concerns from the general public; provides information as is appropriate and resolves service complaints.
- 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, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence and using the computer, and 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 also is 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 Technician**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of increasingly responsible office support and/or technical work experience involving heavy public contact, and a high school diploma or equivalent. Experience in construction, planning or building is desirable.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license.

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

Knowledge of:

Current zoning and construction municipal code sections as related to permit processing procedures; various construction methods and terminology; basic planning and/or engineering concepts; real property description and terminology; basic research methods used in the collection, tabulation, analysis and application of data; principles and practices of financial accounting; public relations techniques and procedures; 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 practices, methods and 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:

Read, interpret and review maps, plans, blueprints and supporting documentation; collect, analyze and present data; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; 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 and software applications; operate automated record keeping and permit tracking systems.