

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

PERMIT TECHNICIAN

Civil Service Status:	Open/Competitive	Bargaining Unit:	General Employees' Association
Probationary Period:	One Year	Approved by Civil Service Commission:	
Classification Series:	Building & Engineering	Approved by City Council:	11-04-13
FLSA Status:	Non-Exempt	Resolution No.:	2013-46

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, provides information and assistance to the public regarding departmental policies and procedures, performs responsible technical work in the review, processing, issuance, and recordkeeping of a variety of permits such as building permits, encroachment permits, development review permits, zoning and business license information; performs administrative support duties and a variety of specialized tasks of a technical nature; and performs other related duties as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Provides information to the public regarding the requirements for obtaining a variety of permits and assists in the completion of forms and applications;
- Determines the type(s) of permits required and all associated fees;
- Reviews building and plan checking permit applications, plans and specifications for completeness and routes submittal packages to applicable departments, agencies, and consultants for plan check;
- Performs minor plan checking at the public counter;
- Prepares and distributes Certificates of Occupancy upon approval by the Building Official;
- Verifies data regarding contractor's license and insurance;
- Maintains accurate and detailed records and files for permit applications, plan checking, and inspections; verifies accuracy of information; researches discrepancies and records information;
- Receives, logs, and refers code violation complaints/concerns from the public;
- Compiles a variety of statistical reports on plan check construction activity;
- Communicates clearly and concisely, both verbally and in writing;
- Provides assistance at the public counter and by telephone, as needed;
- Explains City and departmental policies to staff and public;
- Operates a variety of standard office equipment and machines which may include but is not limited to the following: personal computer and related software, scanner, calculator, photo copying machine, shredder, fax machine, telephone, etc.;
- Responds to and resolves difficult and sensitive citizen inquiries and complaints;
- Performs other related duties as assigned or as situation requires.

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MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Basic construction terminology and blueprint reading;
- Permit processing, fee structures and very basic building codes;
- Plan checking principles and practices;
- National Pollutant Discharge Elimination System (NDPES) requirements, programs, and compliance;
- Modern office procedures, methods, and equipment including computers;
- Computer applications such as word processing, spreadsheets, and statistical databases;
- Good customer service practices.

Ability to:

- Read and interpret rules and regulations and apply them to permit issuance procedures;
- Verify that plan submittals are complete and in conformance with required submittal standards;
- Perform basic mathematical computations;
- Enter, track and retrieve information using a computer;
- Demonstrate tact and diplomacy with the public;
- Operate a vehicle, observing legal and defensive driving practices;
- Communicate clearly and concisely, both orally and in writing;
- Understand and carry out verbal and written instructions;
- Establish and maintain effective relationships with co-workers and members of the public contacted during the course of work.

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education:

- Graduation from high school, or attainment of GED or CHSPE certificate.
- Completion of courses from a vocational school or college in Building Inspection Technology, Public Works Inspection, Computer Aided Drafting, Principles of Engineering Technology, Blueprint Reading, the Uniform Building Code, or related fields is highly desirable.

Experience:

- One (1) year of experience working at the public counter of a municipal building or engineering department.

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License or Certificate:

- A valid California Class C Driver's License and a satisfactory driving record.
- Possession of, or the ability to obtain, ICC certification as a Permit Technician within one year of appointment is highly desirable.

Physical Requirements:

- Must meet approved physical and pre-placement medical standards for the position including a full background check.

Bilingual Pay:

- Employees who qualify and are City-certified to speak and understand Spanish may be eligible to receive bilingual pay.