



JOB DESCRIPTION

Permit Technician

Date Prepared: May, 2019

SUMMARY: Under direct supervision, operates the public counter by assisting the public with questions and processing multiple types of construction and land use permit applications; interprets and explains codes, ordinances, and regulations to the public; researches planning, engineering, fire and building data; and performs related duties, as required. The Permit Technician serves as the first point of contact for the Development Services Permit Center counter.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Facilitates the issuance of multiple permit types, electronically or at the public counter, through the use of electronic permitting software.
- Reviews land use, development or construction plans for completeness, accuracy, and conformance to regulations.
- Completes initial processing of applications and calculates fees.
- Performs routine plan checks of minor structures or additions.
- Answers questions of public concerning certain aspects of zoning.
- Processes temporary use permits.
- Verifies measurements on site plans and calculates areas.
- Checks items such as wiring size, sewer and septic requirements, roof weights, type of construction, and grading.
- Informs developers, contractors, builders, and public on matters pertaining to land use regulations, building codes, construction plan requirements, easements, building setbacks, road dedications, and plot plan requirements.
- Researches legal descriptions, property ownership and history, using maps, computer, and assessor's records.
- Prepares reports, zoning letters, correspondence, and narrative drafts for project proposals.
- Works directly with plan review staff in the coordination and distribution of plans to appropriate departments.
- Investigates development-related municipal code violations.
- Promotes teambuilding.
- Utilizes computer software programs competently and efficiently; communicates effectively, both orally and in writing.
- Routinely adheres to and maintains a positive attitude.
- Maintains effective work relationships with supervisor, fellow City employees, customers, and outside agencies.

- Operates City vehicles and equipment in a safe and efficient manner.
- Performs all job functions in a safe and proficient manner.
- Performs related work, as required.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High School Diploma OR GED equivalent AND an Associate's degree; AND two years of customer service experience in administrative work preferably in a development related field; OR an equivalent combination of education, training, and experience. 30 college semester units (or 45 quarter units) in construction technology, urban planning, cartography, architecture, fire science, engineering, or closely related field may substitute for one year of the required experience.

Knowledge of:

- Public administration, preferably in the building and planning fields; typical administrative practices and processes associated with local government offices or functions Principles and practices of structural and civil engineering.
- General computer operation proficiency, specifically familiarity of Microsoft Office software; and basic codes and ordinances.
- California Building Code, California Fire Code, California Plumbing Code, California Mechanical Code, and California Electrical Code and related codes; and principles and practices of supervision.

Skill in:

- Work in a fast pace multi-task environment.
- Keep detailed records of compliance and actions taken.
- Read and interpret building plans and specifications; and land use standards.
- Perform mathematical calculations.
- Understand and carry out oral and written instructions.
- Effectively present information in writing and orally to the general public, outside agencies, and fellow employees.
- Prioritize and schedule workload to ensure completion when faced with deadlines or emergencies.
- Maintain records and prepare reports.
- Effectively presents instructions and information in writing and verbally to coworkers, the general public, and outside agencies.
- Maintain quality customer service by being responsive and using tact, diplomacy, and courtesy in dealing with the public and employees.
- Maintain a positive attitude.
- Establish and maintain effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public;
- Apply safe work practices; and operate vehicles and equipment in a safe and efficient manner.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed primarily in an office environment with some field work on occasion. Duties outdoors require working in a construction zone environment with exposure to a variety of environmental conditions, such as wide temperature variations, noise, vibrations, fumes, smoke, grease, machinery and its moving parts, odors, and dust. Incumbent must have the mobility to visit various job sites on an occasional basis and perform physically demanding tasks which require the ability to stand, walk, bend, stoop, climb, lift moderately heavy objects, and work in high, precarious places. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form. Incumbent must be willing to occasionally work on weekends, holidays, and evenings. Incumbent must possess the stamina to work long hours and overtime, if necessary.

Department Head

Date

Personnel Officer

Date