

PERMIT TECHNICIAN I
PERMIT TECHNICIAN II

DEFINITION

To perform responsible administrative and technical support work in one or more specialized area of Development Services; to provide information and direction to the public on planning, engineering and building issues, processes and requirements at the development services/permit center counter; to receive, review, route, process and plan check minor applications and permits; and to research community development issues.

DISTINGUISHING CHARACTERISTICS

Permit Technician I - This is the entry-level class in the Permit Technician series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Permit Technician I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Permit Technician II – This is the journey level class in the Permit Technician series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Permit Technician I

Receives immediate supervision from an assigned supervisor; and technical and functional supervision from a Senior Permit Technician.

Permit Technician II

Receives general supervision from an assigned supervisor; and technical and functional supervision from a Senior Permit Technician.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Provide information and direction to the public at the counter, via phone, email, and written correspondence related to the City's development and permit process including planning, building, and engineering, zoning issues, codes, standards, ordinances, and guidelines.

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Review applications, documents and plan submittals to assure accuracy and compliance with pertinent and established criteria; log-in and coordinate routing of various plans and permits to appropriate departments.

Perform minor plan checks; issue minor planning, engineering and building permits.

Calculate permit and mitigation fees and provide fee estimates as requested.

Access, enter and update computerized plan check data entry and tracking systems and provide information to the public relating to the status of projects and permits.

Prepare reports, memos and letters pertaining to development review and permitting; collect, record and balance permit-related monetary transactions.

Research, compile and analyze data for special projects and various reports.

Maintain manuals and update resource materials.

Recommend and participate in implementation and improvement of policies and procedures.

Create and update a variety of forms.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service

Perform related work as required.

MINIMUM QUALIFICATIONS

Permit Technician I

Knowledge of:

Principles and practices of land use and construction permitting.

Organization and operation of the City and outside agencies involved with development approvals and coordination.

Research techniques, resources and sources of information related to community development.

Customer service principles and public relations techniques.

Office software applications.

English usage, spelling, grammar and punctuation.

Business letter writing and report preparation.

Ability to:

Learn, interpret, apply and explain basic local, state and federal regulations and standards related to land use.

On a continuous basis, learn and understand all aspects of the job.

On a continuous basis, sit at a desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Read and understand general construction plans, maps, and specifications to assure accuracy.

Establish and maintain cooperative relations with those contacted during the course of work.

Communicate clearly and concisely, both orally and in writing.

Analyze situations carefully and adopt effective courses of action.

Research, compile analyze, interpret and prepare a variety of statistical and administrative reports.

Prepare correspondence and memorandums.

Conduct routine analytical studies; problem solve.

Make accurate mathematical calculations.

Use a personal computer and software; plan and organize workload.

Experience and Training

Experience:

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Two years of increasingly responsible administrative or technical experience that involves extensive public contact preferably related to community development.

Training:

An Associate's degree or 60 semester units of college level course work including 18 units in a major field of study and 21 units in general education from an accredited college, preferably with major course work in building inspection, urban planning, architecture, landscape architecture, engineering, or related field. (Note: An additional two years of administrative or technical experience that involves extensive public contact or possession of a valid Permit Technician Certificate from the International Code Council may substitute for the above educational requirement.)

License or Certificate

Possession of a valid California driver's license by date of appointment.

Permit Technician II

In addition to the qualifications for the Permit Technician I:

Knowledge of:

City permit and plan check procedures, rules, regulations and guidelines.

Maps, construction plans and specifications.

Pertinent local, state and federal building, zoning, engineering and planning codes and regulations related to the permit process.

Ability to:

Know and understand all aspects of the job.

Interpret, apply and explain advanced regulations and standards related to land use.

Understand complex construction plans, maps, and specifications.

Respond to and assist in the resolution of difficult and sensitive development related inquiries and complaints.

Independently prepare correspondence and memorandums.

Use independent judgment and personal initiative.

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Know, understand, interpret and explain department and program policies and procedures.

Experience and Training

Experience:

Two years of increasingly responsible experience performing permit related duties similar to that of a Permit Technician I with the City of Roseville.

Training:

An Associate's degree or 60 semester units of college level course work including 18 units in a major field of study and 21 units in general education from an accredited college, preferably with major course work in building inspection, urban planning, architecture, landscape architecture, engineering, or related field is preferred. (Note: An additional two years of administrative or technical experience that involves extensive public contact or possession of a valid Permit Technician Certificate from the International Code Council may substitute for the above educational requirement).

License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of a valid Permit Technician Certificate from the International Code Council within six months of appointment.

03-04-19

07-24-17

12-19-16

05-12-07

11-01-01 Permit Technician I/II