

CITY OF EMERYVILLE

Created: July 2002

FLSA Status: Non - Exempt

Job Code: 1507

TITLE: BUILDING PERMIT TECHNICIAN/PLAN CHECKER

DEFINITION:

Under general supervision of the Chief Building Official, performs a variety of routine and technical tasks involving building codes and related regulations. Provides information to the public, assists in the completion and processing of building applications, performs routine plan checks, acts as project coordinator for all building development projects, issues building permits, calculates building fees, and performs related administrative and other duties as required.

Class Characteristics:

This classification provides technical and administrative support to the Building Division functions of the Planning and Building Department. The incumbent provides the public with a variety of technical information concerning building code requirements and related application procedures; processes building permit applications; reviews plans and issues permits for less complex projects; and performs a variety of related administrative support activities.

This classification is distinguished from the clerical series by the requirement to perform duties which require International Conference of Building Officials (ICBO) certification, and specialized knowledge of building codes and procedures. It is distinguished from the Planning Technician classification in that the latter performs duties requiring specialized knowledge of planning codes, ordinances and procedures and does not require ICBO certification. It is distinguished from the building inspector series in that the latter works primarily in the field, performs building inspections, works more independently, and requires a more comprehensive knowledge of building codes and related regulations.

The Building Permit Technician/Plan Checker works under the general supervision of the Chief Building Official, with functional direction provided by other Building Division staff. Public counter hours are coordinated by the Chief Building Official.

Duties and Responsibilities: The duties and responsibilities listed below are illustrative only and are not meant to be an exhaustive list of all duties and responsibilities of the classification.

Provides information at the counter, by telephone and through correspondence and e-mail concerning building codes and regulations and related application processes and procedures for new construction, remodels, additions, repairs and improvements.

Performs routine plan checks on less complex residential, commercial, and industrial projects including additions, remodels, reroofs, signs, mechanical, electrical, plumbing, and building plans, to ensure conformance with applicable codes, ordinances and regulations.

Building Permit Technician/Plan Checker

Issue building permits over-the-counter for simple projects, and following plan check approval for more complex projects.

Identifies items that need to be verified prior to plan check submittal, permit issuance, temporary certificate of occupancy (TCO) and final certificate of occupancy (CO).

Acts as “project coordinator” for development projects to facilitate plan check, building permit sign-off, and certificate of occupancy sign-off by all affected City departments and consultants, and assigns priorities to each development phase of projects being processed.

Maintains information on the status of all development projects being processed by the Building Division.

Monitors conditions of approval for development projects, and identifies which departments are responsible for ensuring compliance and at what point in time.

Coordinates project management meetings.

Calculates and assesses all Building Division and related fees for development projects.

Prepares monthly financial reports and assists the Finance Department on fee related issues.

Prepares quarterly Strong Motion Instrumentation Program (SMIP) reports as required by the State.

Verifies worker’s compensation and contractor’s license information.

Ensures that building application and related building information on the City’s Internet site is up-to-date.

Assists the Economic Development and Housing Department in administering the Public Art Program.

Researches files, gathers facts, and compiles a variety of data as required.

Assists in implementing and maintaining a computerized permit tracking system.

QUALIFICATIONS:

Knowledge of modern office principles and practices; building codes and ordinances; applicable rules, regulations, policies, and procedures; building permit process; construction methods and terminology; principles and techniques used in reading development plans and working drawings; plan check techniques; personal computers and related software; effective methods of record keeping including filing indexing and cross referencing; correct English usage including spelling, punctuation and grammar; business letter writing and standard format for typed materials; effective methods of human interaction. A detailed knowledge of the Uniform Building Code and related codes, and their applicability to specific projects, is essential.

Ability to learn and apply a variety of building codes and ordinances; learn and apply a variety of rules, regulations, policies, and procedures; respond to inquiries, complaints and requests for service in a fair and tactful manner; establish and maintain effective record keeping systems; communicate effectively verbally and in writing; establish and maintain effective working relations with those contacted in the course of the work; read and interpret plans and working drawings as required; calculate square footage and permit fees, prepare a variety of written correspondence as may be required; follow oral and written instructions; use personal computer, typewriter or other modern office equipment; perform related duties as required.

EDUCATION/EXPERIENCE:

Completion of two years of college with emphasis in building inspection technology, engineering, architecture or related field and six months work experience in a related field; or graduation from an accredited college with a degree in engineering, architecture, or related discipline. Ability to obtain ICBO Permit Technician certification within six months of hire is a condition of continued employment.

Special Requirements:

Eyesight sufficient to read data, memos, plans, working drawings, computer screens, vouchers; manual dexterity to operate a personal computer, typewriter or word processor; ability to sit for extended periods; ability to lift and carry objects weighing up to 20 pounds, stand, walk, bend, reach above and below shoulders, and work occasional long hours. Certain positions may require a valid California drivers license with a satisfactory driving record.