

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Permit Technician	Job Family: 3
General Classification: Front-Line	Job Grade: 17

Definition: To perform a wide variety of technical, paraprofessional support, and customer service duties related to the Building Inspection Division.

Distinguishing Characteristics: General supervision is provided by the Development Services Coordinator. May receive functional or technical supervision from department staff. May exercise functional or technical supervision over other clerical positions.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Efficiently process building permit and miscellaneous permit applications; ensure all necessary approvals are obtained.
2. Perform elementary plan checking duties at the counter, reviewing development applications for completeness and for conformance to building codes, City requirements, and other appropriate policies and procedures as assigned.
3. Respond to inquiries and confer with developers, engineers, contractors, architects, and the public concerning development review requirements, building codes, and permit regulations at the counter and over the phone.
4. Calculate various valuations, plan check fees, and permit fees; collect and process various fees as necessary.
5. Prepare and coordinate property and project inspection data; assist with the gathering of data for inspection reports and investigations.
6. Sort and file documents and records, maintaining alphabetical, index, and cross-reference files; maintain complex office records related to building inspection, fire inspection, and code enforcement.
7. Maintain a variety of statistical records; check and tabulate statistical data; prepare simple statistical reports.
8. Operate standard office equipment, including computer and related equipment as assigned.

9. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Organization, procedures, and operating processes of the Building Inspection Division; building terms and codes; construction practices and materials; English usage, spelling, grammar, and punctuation; office methods and equipment, including filing and computer systems.

Ability to: Compose correspondence; read, understand, interpret, and explain rules and regulations; maintain complex records and prepare reports and answer questions from records; learn the organization, procedures, and operating details of the Building Inspection Division; perform clerical work, including maintenance of appropriate records and preparation of general reports; verify and check files and data; perform simple mathematical calculations; quickly and accurately process permit fees; establish and maintain effective working relationships with City staff and the public; operate a variety of automated office equipment, including computer and related applicable software.

Experience and Training Guidelines: A combination of relevant education, experience, and training that satisfies the required minimum qualifications, knowledge, and abilities.

Three years of increasingly responsible office/clerical experience that involves extensive public contact. Experience in an environment dealing with planning, zoning, or a public building permit review setting is desirable but not required. Equivalent to the completion of the 12th grade supplemented by college level courses in construction management or building inspection techniques.

Required Licenses or Certificates: Possession of, or ability to obtain, a valid California Driver License.

Established: September 1991

Revised: July 2016

HRD/CLASS SPECS
Permit Technician