

**CITY OF COVINA**  
**PERMIT TECHNICIAN**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under general supervision, performs technical para-professional level work in the Building Division; assists the general public at the counter, by telephone, and by computer; provides a variety of clerical and technical support; perform other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

The **Permit Technician** is the technical level position in which incumbents are expected to independently perform the full scope of assigned duties. This class is distinguished from the next higher class of Building and Code Enforcement Coordinator in that the latter is responsible for coordinating building and code enforcement efforts, assigning all enforcement cases to Code Enforcement Officers, and for completing the more complex cases as assigned.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from the Building Official. Incumbents in this class do not routinely exercise supervision.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Provides quality customer service to the public at the building counter, over the telephone, and through e-mail; processes building permit applications using the City's permit tracking software (HdL); responds to inquiries regarding building and plan review, permitting process, and common code issues; and assists with resolving problems or complaints within the issuance process.
- Provides information regarding the division's procedures, policies, and functions regarding permit and plan check submittals; establishes construction valuations based on industry standards; and verifies City, state, and federal regulations pertaining to the issuance of permits to licensed contractors and home owners for building and construction projects.
- Maintains permit applications and drawings for active plan checks; complies and maintains plan check files and records; ensures accuracy of plan check records; tracks status of plan check and notifies applicant(s).
- Schedules inspections within the tracking software and assists in coordinating the plan approval process among various City departments.

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- Serves as a resource to customers, including directing them, as necessary, to various sources of information including other City departments or outside agencies; notifies customers when plans or permits are ready for pick-up or issuance; and provides status updates as required.
- Performs overview of plans for compliance with established submittal standards, and assists others involved in related community development activities.
- Provides a variety of clerical and technical support, including but not limited to: maintaining department records, files and other reference materials; gathering, researching and assembling a variety of information and monthly data for the preparation of reports to outside agencies and performs studies on industry standards as needed; preparing and processing legal notices; creating and modifying department forms; composing a variety of documents, including letters, reports and memos; distributing outgoing mail; opening, processing and distributing incoming mail; maintaining a calendar; ordering office supplies; paying incoming invoices using the City's financial software (IFAS); and processing time sheets and preparing time cards.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Permit Technician. A typical way of obtaining the required qualifications is to possess the equivalent of one year of permit issuance in a municipal department, or five years of responsible clerical experience requiring the application of policies and procedures, and a high school diploma or equivalent. An associate's degree in a related field or experience in the field of Building and/or Construction is highly desirable.

**License/Certificate:**

Possession of, or ability to obtain, a valid class C California driver's license.

**Special Requirements:**

Possess Permit Technician certification from the I.C.C. (International Code Council) prior to appointment, or obtain said certification within one year of the date of appointment.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Plan checking and permit approval processes and procedures; general construction practices, methods, and terminology; basic principles of building related codes and ordinances enforceable by the City, including the California Building, Electrical, Plumbing, and Mechanical Codes as well as federal, state, and local laws and regulations; record keeping principles and practices; modern office procedures and methods; permit processing and fee structures; data processing systems/applications.

**Ability to:**

Interpret and explain building policies and procedures; read and interpret building plans, specifications, and building codes; classify, compute, tabulate, and categorize data; apply policies, procedures, and standards to specific situations; understand and carry out verbal and written directions; work effectively and independently in the absence of supervision; quickly and accurately calculate fees and valuations; operate a computer and use a variety of software programs to enter, revise, and retrieve records and perform specific program activities; communicate clearly and concisely, both verbally and in writing; deal tactfully and courteously with internal and external customers; maintain related files and records; observe safety principles and work in a safe manner; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing and software applications.