

## **CITY OF SALINAS**

### **BUILDING PERMIT SPECIALIST**

#### **BARGAINING UNIT/CLASS CODE:**

**SMEA / M10**

#### **DEFINITION**

Responsible for processing building permit applications, calculating fees, issuing permits and reviewing minor construction plans for Code compliance and completeness. Provide the public with information regarding building codes, applicable State and Federal laws and related ordinances.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from Plan Check Services Manager. Exercises general supervision of front counter staff.

#### **ESSENTIAL JOB FUNCTIONS OF THE POSITION** Duties may include, but are not limited to the following:

Assist in processing construction plans for commercial, industrial and residential projects. Calculate fees and issue permits for all construction work requiring a permit. Review plans for the purpose of establishing valuation and computing plan check, permit and various other fees. Explain and interpret codes, ordinances, and procedures for contractors, architects, engineers, property owners, developers and the general public. Maintain various records related to permits and inspection. May perform plan check of minor construction work. May make occasional field inspections to obtain information relative to permit applications. Use computer and data processing equipment for storage and retrieval of pertinent records. Route plans to the Plan Check Review Section. Receive and schedule inspection requests via telephone and at the counter. Coordinate final inspection clearance from all departments and determine that all fees have been paid prior to permit issuance. Notify applicants when plan check corrections are needed or when permits are ready to be issued. Receive, log and process code violation and sub-standard housing complaints from the public. Promote and maintain safety in the work place. Supervise front counter staff. Perform related duties as assigned.

#### **PHYSICAL AND MENTAL CHARACTERISTICS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computers, business machines and related equipment; vision sufficient to read visual display terminals, fine print and blueprints, distinguish colors; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, to walk on uneven surfaces, through trenches and stairs, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift a full set of plans weighing up to 30 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

#### **WORKING CONDITIONS**

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. May walk construction job sites. Physical mobility sufficient to move about the work environment. Ability to drive an automobile.

#### **QUALIFICATIONS**

##### **Knowledge of:**

Basic structural engineering, design and construction principles. Applicable building, and related codes and

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**BUILDING PERMIT SPECIALIST (continued)**

construction practices. Efficient permit application procedures. Supervisory and communications techniques. Principles of supervision, training and performance evaluation.

**Ability to:**

Maintain cooperative working relationships and deal effectively with builders, contractors, architects, engineers and the general public. Communicate effectively both orally and in writing. Apply technical knowledge and techniques to review of building plans. Read and interpret building plans, specifications, codes and ordinances. Enforce necessary regulations with firmness and tact. Supervise, train, evaluate and discipline assigned staff. Use photocopying, computer and word processing equipment.

**License or Certificate:**

Possession of a valid California Driver's License. Certification as a Plans Examiner by the International Code Council (I.C.C.) is required within one (1) year of appointment. Certificate must be kept current during the course of employment.

**Education and Experience:**

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to a degree in Building Inspection technology and one year (1) of experience with a public agency performing similar building permit issuance tasks **OR** three (3) years experience with a public agency in a related position, may be substituted for a degree in Building Inspection.

Reviewed \_\_\_\_\_  
Department Director

Approved \_\_\_\_\_  
Human Resources Officer

Approval Date \_\_\_\_\_

**ORIG: 2-94, REV: 3-95, REV: 11-04, REV: 03-06**