

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Senior Permit Technician	<b>Job Family:</b> 3
<b>General Classification:</b> Front-Line	<b>Job Grade:</b> 23

**Definition:** To perform a wide range of more complex technical, professional, training, and customer service duties related to the Building Division, including permit-related duties.

**Distinguishing Characteristics:** This is the advanced journey level class in the Permit Technician series. Positions in this class perform the more complex permit-related duties requiring the use of considerable independent judgment and initiative. General supervision is provided by the Development Services Coordinator and may receive functional or technical support from department staff. May exercise functional or technical supervision over Permit Technicians and other clerical positions.

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

1. Efficiently and accurately process building and miscellaneous permit applications, including large-scale, complex development projects that require higher-level project management over longer timelines; ensure all necessary approvals are obtained.
2. Coordinate regular meetings with applicants, contractors, architects, and engineers with staff/plan checkers.
3. Prepare detailed fee calculations such as valuations, plan check fees, and permit fees; collect and process various fees as necessary.
4. Provide professional support, guidance, assistance, and training to lower-level Permit Technicians; assist in training and onboarding of new Permit Technicians. May assist with related trainings for onboarding of new Plan Check Engineers/Examiners.
5. Implement strong project management skills to oversee a permit application from submittal through construction completion.
6. Resolve permit review complications, complaints, and customer service issues.
7. Perform elementary to complex plan checking duties, and review development applications for completeness and for conformance to building codes, City requirements, and other appropriate policies and procedures.

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8. Act as the main point of contact, respond to inquiries, and confer with residents, developers, engineers, contractors, architects, and the public concerning simple to complex development requirements, building codes, and permit regulations at the counter, via email, and over the phone.
9. Effectively communicate code or permit requirements to a variety of audiences.
10. Gather data for inspection reports and investigations; prepare, coordinate, and analyze property and project inspection data.
11. Sort, file, and create documents and records; maintain alphabetical, index, and cross-reference files; create and maintain complex office records related to building inspection, fire inspection, and code enforcement.
12. Maintain and create a variety of statistical data; check and tabulate statistical data; prepare simple to complex statistical reports.
13. Operate standard office equipment, including computer and related equipment, as assigned.
14. Perform other related duties as assigned.

**Minimum Qualifications:**

Knowledge of: Organization, procedures, and operating processes of the Building Division; building terms and codes, construction practices, and materials; English usage, spelling, grammar, and punctuation; office methods and equipment, including filing and computer systems; applicable City, State, and Federal codes and ordinances relating to building and construction standards and requirements; problem-solving and conflict resolution practices and techniques; principles and practices of supervision and training; technical report writing; and project management and workload management techniques.

Ability to: Read, understand, interpret, and explain rule and regulations; interpret and apply policies, procedures, rules, and regulations governing code compliance and construction; read and interpret building plans; create and maintain complex records and reports and answer questions from records; explain the organization, procedures, and operating details of the Building Division; quickly and accurately process permit fees; establish and maintain effective working relationships with City staff, developers, contractors, architects, engineers, and the public; and operate a variety of automated office equipment, including computer and related applicable software.

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

Equivalent to the completion of the 12th grade supplemented by college-level courses in construction management or building inspection techniques.

Two years of permit technician experience. An additional year of experience dealing with planning, zoning, or a public permit center setting is desirable and may substitute for the required college-level coursework.

**Required Licenses or Certificates:** Possession of, or ability to obtain, a valid California Driver License; possession of International Code Council (ICC) certification as permit technician or building plans examiner is highly desirable.

Established: August 2023

Revised:

HRD/CLASS SPECS

Senior Permit Technician