

CITY OF SALINAS

BUILDING PERMIT SPECIALIST

BARGAINING UNIT/CLASS CODE:

SMEA / 26.3126

DEFINITION

Under general direction, performs paraprofessional work in support of the Permit Center. Responsible for processing permit pre-applications, reviews applications for submittal compliance and relevant codes, and processes minor permits. Provide customer service to internal and external patrons and serve as the main point of contact for initial questions as they pertain to permit-related information in the areas of building codes and applicable State laws and related ordinances. Serve as a liaison between plan check staff and the Permit Administrative staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Senior Plan Check Engineer or Permit Center Coordinator.

ESSENTIAL JOB FUNCTIONS OF THE POSITION

Duties may include but are not limited to the following:

Serve as the primary contact for all permit submittals. Explain and interpret codes, ordinances and procedures for applicants and respond via appropriate methods. Coordinate permitting requirements with other departments. Review plans for the purpose of establishing valuation and computing plan check, permit and various other fees. Review prescriptively designed plans (Solar, Mechanical, Electrical, Plumbing and Signs) for compliance with code and permit requirements. Perform plan check of prescriptive residential permits. Notify applicants when plan check corrections are needed or completed. Maintain and interpret various records related to permits, inspection and property records. Use computer and data processing equipment for storage and retrieval of pertinent records.

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; 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:

Prescriptive code requirements, design and standard construction principles. Applicable building, and related codes and construction practices. Permit application procedures, process and communication techniques.

Ability to:

Maintain cooperative working relationships and deal effectively with internal and external customers. Communicate effectively both orally and in writing. Apply technical knowledge and techniques and explain building plan requirements. Read and interpret building plans, specifications, codes and ordinances. Clearly explain necessary regulations professionally. Use all standardized office equipment.

License or Certificate:

Possession of a valid California Driver's License. Certification as a Residential Plans Examiner (R3) by the International Code Council (I.C.C.) or equivalent is required within one (1) year of appointment. Certificate must be kept valid 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 two-year college degree or sixty (60) college units from an accredited college in a construction related field and one (1) year of experience with a public agency performing community development, building permit, code enforcement, inspection or related tasks **OR** three (3) years' experience with a public agency performing community development, building permit, code enforcement, inspection or similar tasks.

Reviewed Megan J. Lister
Department Director

Approved [Signature]
Human Resources Officer

Approval Date 6/5/18

**ORIG: 2-94, REV: 3-95, REV: 11-04;
REV: 03-06; REV: 05-18**