Date Adopted: 6/13/06

# CITY OF GLENDORA BUILDING TECHNICIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

## **DEFINITION**

Under general supervision, coordinates plan review functions with other departments; applies for related grants and coordinates project completion; assists the public at the counter and processes permit applications; calculates fees; reviews minor building plans for compliance to various codes; performs related duties as required.

#### **CLASS CHARACTERISTICS**

The Building Technician is a single position class responsible for coordinating the plan review function with other departments, coordinating project completion, performing minor plan checking, processing building permit applications and issuing permits in accordance with established requirements. This class reports to the Building and Safety Superintendent and/or the Deputy Public Works Director/Building Official.

#### **ESSENTIAL JOB FUNCTIONS**

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

- 1. Assists the public at the counter; processes forms, permit applications, and plans necessary for the issuance of development and construction permits; performs minor plan checking, including residential patios, porches, room additions, carports, garages, and tenant improvements. (a d e g h j k l m n o p)
- 2. Responds to inquiries and provides information related to permit and plan checking procedures, policies, and functions; computes and collects all required fees. (a e g h j k l m o p)
- 3. Reviews building permit applications, plans, and specifications for compliance with applicable codes and standards; issues permits for projects, or assists Building Inspectors in permit issuance; calculates and collects fees in accordance with established fee schedules for both plan checking and building inspection. (a d e g h j k l m n o p)
- 4. Coordinates plan review process between departments; coordinates contract management by preparing bid documents, arranging bid openings and ensuring timely payment on projects. (a b c d e f g j k m o p)
- 5. Coordinates final inspection clearances from all departments; determines that all fees have been paid prior to permit issuance and/or occupancy and utility releases. (a b c d e f g h j k m o p)

Building Technician - 2 -

6. Conducts field inspections related to home improvements and special events such as fairs, carnivals, etc. (a b c d e i j k l m o)

7. Maintains a variety of records and files; prepares correspondence and reports on building activity; attends professional meetings related to building inspection; serves as City representative for in-house committees. (a b c e f j k m o p)

## **REQUISITE ABILITIES**

The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- a. Communicate clearly and concisely, both orally and in writing.
- b. Prepare reports.
- c. Maintain a variety of records and files.
- d. Read and understand plans and specifications.
- e. Work cooperatively and effectively with others.
- f. Represent the City in a variety of meetings.
- g. Expedite permit processing and plan review.
- h. Calculate fees and perform mathematical computations.
- i. Conduct field inspections.
- j. Understand, explain and apply codes, regulations, policies and procedures.
- k. Analyze situations and make appropriate decisions.
- I. Meet the public in situations requiring diplomacy and tact.
- m. Establish and maintain cooperative working relationships.
- n. Perform plan checking and detect deviations from regulations and standard practices.
- o. Work independently.
- p. Perform a variety of clerical/administrative duties.

Building Technician - 3 -

## **MARGINAL FUNCTIONS**

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

## **QUALIFICATIONS GUIDELINES**

Education and/or Experience Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

An Associate's degree with major work in construction trades, building technology or a related field and two years of experience processing building permits, calculating fees and issuing permits.

## Knowledge and Skill Levels

Considerable knowledge of building and zoning codes; permit processing and fee structures.

## Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

Possession of or ability to obtain Certificates of Completion from ICBO courses and seminars.

Possession of or ability to obtain ICC Certification as a Building Technician within one year of appointment.

## PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

<u>Environment:</u> Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with a variety of City staff and others. At least minimal environmental controls are in place to assure health and comfort.

<u>Physical:</u> Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

<u>Vision:</u> See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Revised by Johnson & Associates LLC June, 2006