

PERMIT TECHNICIAN



THE POSITION

The City of Novato is seeking a Permit Technician to perform responsible technical and administrative work in one or more specialized land development areas including Building, Code Enforcement and Planning; to provide information and direction to the public on processes and requirements associated with construction, community development, planning, and building; and to receive, review, route, process and perform minor plan checking of minor applications and permits.

FINAL FILING DEADLINE:

Open and Continuous

First review of applications on 8/1/7
Early application submittal is encouraged.

The City is establishing an eligibility list for this position with an anticipated start date of approximately 9/1/17.

To apply for this position, please visit

www.governmentjobs.com

OR

www.novatojobs.com

COMPENSATION

\$4,411 - \$5,362 per month

3.0% general wage increase scheduled for 7/1/18.

Placement in the salary and classification range is dependent upon qualifications & experience.

BENEFITS

Monthly contribution towards benefits up to \$1,775 per month based on enrollment level.

9/80 work schedule with alternating Friday's off.

THE IDEAL CANDIDATE

The ideal candidate will have experience working with municipal building codes and related permit processing as a permit technician or in an administrative capacity. The incumbent will have experience providing first class customer service for a government agency or similar organization. The individual will have exceptional attention-to-detail skills and the aptitude to learn new software. The successful candidate will have excellent oral and written communication skills and have the ability to work with all levels of staff, outside vendors and members of the community.

MINIMUM QUALIFICATIONS

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

Experience: Three years of increasingly responsible clerical or technical work which included extensive public contact, including one year working in community development, building permitting, plan checking, building inspection, construction engineering, or a similar field.

Education: Equivalent to completion of the twelfth grade, preferably supplemented by college level sources in urban planning, engineering or related field. Associate's degree in urban planning, utility engineering, or related field is desirable.

Certification: Possession of an International Code Council (ICC) Permit Technician is required within one year of appointment (City paid).

THE COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department is responsible for administering land use policies, environmental regulations, and design and building code standards for new construction based on federal, state and local requirements. The Department provides staffing to various commissions and committees, with the Planning Division providing support to the Planning Commission and Design Review Commission. The department is committed to improving the city's economic base while retaining the community's character and environmental resources. The Community Development Department strives to provide efficient and customer-oriented permit services, and to continuously seek to implement innovative improvements.

To view the job description in its entirety, please visit, www.novatojobs.org

ESSENTIAL FUNCTIONS:

- Serve as first line of contact to internal and external customers on building, planning and code enforcement related issues; provide information and direction to the public related to the permit processes via phone, e-mail and counter work.
- Advising contractors, developers, engineers, architects and the public on permit process requirements; assisting the public in completing applications for building permits; explaining reasons for routine denial of applications, identifying additional requirements, and explaining the process for reapplying.
- Review, interpret, and provide information and direction to the public regarding applicable local, State and Federal regulations, codes, ordinances, documents, standards and guidelines.
- Perform minor plan checks reviews such as simple room additions, tenant improvements, air conditioners, and pool/spa installations to ensure compliance with building and zoning code regulations; review, log-in and coordinate routing of various plans and permits; calculate land use related fees and provide fee estimates as requested; issue permits when plans are approved. Perform plan checking by comparing drawings of proposed improvements against drawings, which illustrate standards applicable to various projects.
- Access, enter, and update computerized plan check data entry and tracking systems; provide information to the public relating to the status of projects and permits.
- Research, compile and analyze data for special projects and various reports.

KNOWLEDGE OF:

- City permit and plan check procedures, rules, regulations and guidelines.
- Maps, construction plans and specifications
- Pertinent local, State and Federal regulations, building, zoning, engineering and planning codes and regulations related to the permits process.
- Land use planning, design and construction processes.
- Research techniques, resources and sources of information related to land development functions.

THE ABILITY TO:

- Interpret, apply and explain advanced regulations and standards.
- Understand complex construction plans and specifications.
- Respond to and assist in the resolution of difficult and sensitive development related inquiries and complaints.
- Read and understand construction drawings and blueprints.

EMPLOYEE INFORMATION AND BENEFITS:

Employment Process: Applicants are screened for relevant education, experience and/or licensing requirements as stated on the job announcement. Those persons most qualified may be required to compete in any combination of written, oral, performance and/or assessment center examinations. Candidates who successfully pass the examination process are placed on the eligibility list.

Immigration and Reform Act: In compliance with the Immigration and Reform Act of 1986, the City of Novato will only hire individuals who are legally authorized to work in the United States.

Benefits: The City participates in the California Public Employees' Retirement System (CalPERS). In compliance with AB 340, CalPERS retirement formula is either 2% at 62 or 2% at 55 depending on eligibility. The City provides a specific dollar amount to each employee based on the employee's bargaining unit to apply to medical, dental, and disability insurance. The dental program is mandatory. Health and disability options are available. Employees who do NOT enroll in a healthcare plan through the City will receive up to \$250 per month as an addition to their gross earnings.

Leaves: The City offers 13 paid holidays; 10 days vacation at the first year of service (graduates to 21 days for 20 years service); 12 days sick leave per year (unused sick leave applied to service credit at retirement).

The City of Novato is an Equal Opportunity Employer.

The City will make reasonable efforts in the selection process to accommodate persons with disabilities.

Please advise the Human Resources Division of such special needs at the time of application.