

COUNTY OF SANTA BARBARA
BUILDING PERMIT TECHNICIAN SENIOR

EST: 01.26

DEFINITION: Under general supervision, oversees all functions of the Building Division permit counter including providing lead direction to staff; tracks building permit applications; recommends solutions to problems identified during the plan check process; coordinates with other divisions, departments, and agencies to ensure timely responses to building permit referrals; processes building permit applications for new construction or building modifications within the County; receives plans and calculates fees; routes plans for professional review; confers with applicants regarding County procedures and plan requirements; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS: This is the advanced journey level in the Building Permit Technician series. The position serves in a lead capacity and is expected to be proactive in ensuring appropriate coverage at the public counter, reporting and resolving problems at the counter tracking building permit applications, and resolving problems during the plan check process.

The position reports to a Supervising Building Inspector or Plan Check Engineer Supervisor.

EXAMPLES OF DUTIES:

1. Provides lead direction to staff at the Building and Safety public counter.
2. Ensures appropriate staffing at the counter.
3. Resolves or reports problems at the counter to immediate supervisor and/or division managers.
4. Monitors building permit applications to ensure performance targets are met.
5. Promptly identifies and takes appropriate action to resolve problem applications.
6. Recommends solutions to identified problems and initiates and/or participates in efforts to improve service delivery.
7. Works with Information Systems and Technology staff to develop and maintain reports and data and to improve functionality and use of computer systems for building data.
8. Collaborates with other divisions, departments, and agencies to ensure timely responses to building permit referrals.
9. Works as a Permit Technician at the counter when needed, including reading and reviewing building plans and specifications; calculating square footage and permit fees; collecting fees and issuing receipts; verifying any previous work or departmental actions regarding the property, other agency applicable permits, and contractors' and subcontractors' worker's compensation coverage, construction bonds, and licenses; routing and tracking applications; providing information on application policies and procedures including the process for re-applications and correcting deficiencies in original applications; and scheduling building inspections.
10. May make occasional accompanied basic field inspections to gain exposure in the field of construction.
11. Performs other related duties as assigned.

EMPLOYMENT STANDARDS:

Education and Experience

1. Three years of experience in reviewing building plans and processing building permits and inspection reports (one year of experience may be replaced by one year of college coursework including courses in construction technology, blueprint reading and drafting, building inspection, or urban planning, or completion of a related Career Technical Education program such as Santa Barbara Unified School District's Construction Technology Pathway or Santa Maria Joint Union High School District's Construction Pathway); or,
2. A combination of training, education, and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge and abilities.

Additional Qualifications

International Code Council (ICC) certification as Building Permit Technician or Building Inspector is required at time of appointment.

Knowledge of: California Building Standards Code; various construction types and building inspection procedures and requirements; applicable fire, zoning and related laws, regulations, and ordinances; Building and Safety policies and procedures; principles and practices of providing lead or supervisory direction to a small staff; business arithmetic, including calculation of areas and fees; and office practices and procedures, including filing and the operation of standard office equipment.

Ability to: plan, direct and review the work of others; establish and maintain effective working relationships with internal and external staff and customers; communicate effectively verbally and in writing; read and interpret building plans, related construction documents, and various maps; calculate square footage, fees, and penalties; interpret, explain and apply policies, laws, and procedures; perform detailed technical and specialized permit support work; understand computerized tracking systems and enter data into such systems; organize and prioritize work and follow up assignments; and organize and maintain accurate files and records.

Additional Class Information

Class # 1359

EEOC 3

Medical A

Vets Pts: No

Bargaining Unit 28