



City of Greenfield

PLANNING/BUILDING PERMIT TECHNICIAN

Job Title:	Planning/Building Permit Technician
Department:	Community Development
Reports To:	Community Development Director
Employee Type:	Fulltime
FLSA Status:	Non-exempt
Effective Date:	07.2021

DEFINITION

Under general direction of the Community Development Director and his/her designee, Permit Technicians often are the first point of contact for the public for application guidance to obtain building, planning, or encroachment permits. The incumbent will examine plans and other documents to verify accuracy and completeness according to the City code and departmental policies; explain requirements and provide information to permit applicants; calculate and collect fees; and process permit applications. Under general supervision, receives, logs, and distributes building plans for plan checking; checks and reviews permit applications and supporting documents for proper form, sufficiency of information, and conformance with legal standards and departmental policies; and issue permits as authorized.

CLASS CHARACTERISTICS

This is the entry level class within the professional planning and/or building classification series. Employees at this level may have basic responsibilities involving the application intake process for building and planning permitting functions. Employees at this level perform with independence and also with the guidance of the Director of Community Development or his/her designee. Duties may include interpretation of applicable codes, ordinance, rules and regulations and review and approval of minor projects and preparation of various reports. Other duties may be required, assigned and expected commensurate with the administrative needs of the department or agency.

ESSENTIAL FUNCTIONS:

The following duties are typical for this classification. Incumbents may not perform all of them and/or may be required to perform additional or different duties from time to time as priorities change.



City of Greenfield

- In all tasks, perform and attempt to deliver outstanding customer service to the public and internal colleagues.
- Receive and review building and/or planning applications from customers; assess scope of project and relevant permit requirements; educate customers regarding necessary permits and general code compliance of proposed projects.
- Verify that projects have obtained all necessary approvals; verify professional and contractor licensing.
- Calculate and verify valuations and fees; accept payments; issue permits as authorized.
- Maintain records and prepare reports as required.
- Assist in completing permit applications by explaining building permit requirements; assist and advise the general public and developers regarding permit requirements and status of submitted projects.
- Track plan check applications from submission until approval in the iWorks permit processing software; route plan checks to appropriate personnel.
- Work closely in collaboration with, and in support of, the Building Official, Building inspector(s) and/or Planners.
- Calculate Fees for commercial, residential, industrial, and other development projects.
- Log inspection requests and prepare field files for daily inspection for building inspections.
- Prepare Certificate of Occupancy in concert with building inspector and/or building official.
- Assist building inspectors in coordinating inspection requests; perform administrative duties for building inspectors.
- Perform related duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

QUALIFICATIONS

Knowledge Of:

Operations, services, and activities of a building and planning services program. Organization, procedures, and operating details of the Community Development Department. Basic knowledge of building codes and/or the City's zoning code. City government organization, functions, policies, rules, and regulations. Customer service techniques used with interface with the public. Office procedures, methods, and equipment including computers and applicable software applications such as word



City of Greenfield

processing, spreadsheets, and databases. Basic accounting skills. Principles and procedures of record keeping and filing.

Ability to:

Understand the organization and operation of the City and outside agencies to perform the assigned responsibilities. Read and identify geographical information. Use architectural and engineering scales to determine dimensions and calculate areas and percentages. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications. Type or enter data at a speed necessary for successful job performance. Understand and follow oral and written instructions. Work independently in the absence of supervision. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

Licenses and Certificates:

Possession of a valid Class C California Driver's License with a satisfactory driving record.

Education and 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 Equivalent to the completion of the twelfth grade. Experience: Two years of clerical or administrative experience involving extensive public contact, preferably in the building or construction industry and/or transactional activity involving the receipt, bookkeeping or payment of funds or fees.

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. Environment: Work is performed primarily in a standard office setting, with frequent interaction with the general public. Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment.