

CITY OF ARCADIA

BUILDING TECHNICIAN I BUILDING TECHNICIAN II SENIOR BUILDING TECHNICIAN

DEFINITION

Under general supervision (Building Technician I) or direction (Building Technician II and Senior Building Technician), to perform a wide variety of technical, administrative, and clerical duties in support of Building Services; to accept and conduct a preliminary review of applications for compliance with State and Federal building codes and City ordinances for permit issuance; to review required workers' compensation requirements and contractors' licenses; to perform responsible work involving the issuance of a variety of permits; to provide information concerning building regulations; to maintain and enhance permit tracking software and technology, and to process plan check submittals for residential additions, alterations, and issue building permits for all building construction within the City.

DISTINGUISHING CHARACTERISTICS

Building Technician I--This is the entry level in the Building Technician class series. Positions at this level usually perform most of the duties required of the positions at the Building Technician II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgement in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Building Technician II--This is the journey level in the Building Technician class series. Positions at this level are distinguished from the Building Technician I level by the performance of the full range of duties as assigned, working independently and exercising judgement and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the Building Technician II level are normally filled by advancement from the Building Technician I level with three years of experience and successful performance reviews. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Building Technician II level.

Senior Building Technician – This is the highest journey level position in the Building Technician class series. Positions at this level are distinguished from the Building Technician II by requiring more experience at the Building Technician II level and being responsible for quality control and technology improvements in the issuance of permits. Positions in this class series are flexibly staffed and positions at the Senior Building Technician level may be filled by advancement from the Building Technician II level with three years of responsible Building Technician II experience and meet the flexible staffing procedurals in the Personnel Rules & Regulations. When filled from

the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Senior Building Technician level.

SUPERVISION EXERCISED

Building Technician I

Exercises no supervision.

Building Technician II

May exercise technical and functional supervision over lower level staff.

Senior Building Technician

Exercises supervisory role over Building Technician series.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Perform a variety of technical, administrative, and clerical tasks in support of assigned office functions; prepare, type, word process, and proofread a variety of documents including general correspondence, memoranda, and related material; maintain records; prepare reports; operate standard office equipment including copier, telephone, computer terminal; receive, sort, and distribute incoming mail; maintain stock of office supplies; prepare requisitions and purchase orders.

Confer with homeowners, builders, engineers, and architects; answer telephones and handle the counter; serve as the initial public contact person for Building Services; answer general questions concerning building and safety functions in the City; explain building ordinances, procedures, and requirements to citizens, developers, and contractors; assist and advise the general public in matters relating to building requirements and status of submitted projects; prepare correspondence to architects, engineers, and contractors relating to the corrections of plans and engineering detail.

Prepare, enter, and maintain building application and permit records, information and files in both hard copy and through the computerized tracking system.

Prepare inspection reports, log inspection requests, enter inspection data, and prepare field files for daily inspection by building inspectors; maintain a log of daily inspections.

Check building plans and issue building permits for residential additions and alterations, utilizing applicable standard details and design aids; approve small project plans; issue over the counter permits; calculate plan check fees and building permit fees for plans submitted for review based on the type of construction and square footage, or by evaluated cost; collect fees for various applications, registrations, and licenses; issue receipts for fees collected; input data into the computer for various departments.

Receive residential and commercial permit applications and plans; coordinate with other departments; follow up on permit status as necessary; receive, log, and distribute development plans for plan checking; route to appropriate division and/or department; enter plan check data into computer data base; update and generate required printed reports; review corrected plans for conformity with requirements; calculate fees to be assessed for projects; submit documentation for permit issuance.

Enforce and interpret building related codes and ordinances enforced by the City, including the California Building, Plumbing, Mechanical Codes, and Electrical Codes.

Maintain and update a log of building plans being reviewed by the various departments; maintain Building Division files.

Maintain computerized data base and compile statistics to generate data for weekly, monthly, and annual management field reports of building activity.

Manage, maintain, and enhance permit tracking/issuance software and technology resources, including public facing components to assist customers remotely.

Develop databases and create property reports.

Quality control of permit issuance for the Department, and the functions of the public counter for the Building Division.

Attend and participate in meetings; stay abreast of new trends and innovations in the field of building inspection.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Building Technician I

Knowledge of:

Basic mathematical principles.

English usage, spelling, vocabulary, grammar, and punctuation.

Principles and practices used in dealing with the public.

Principles of business letter writing and basic report preparation.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Type and enter data at a speed necessary for successful job performance.

Operate a motor vehicle safely.

Ability to:

Learn financial processes and procedures.

Learn, interpret, and apply pertinent Federal, State, and local laws, codes, and regulations including administrative and department policies and procedures.

Learn basic construction terminology and blueprint reading.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Respond to requests and inquiries from the general public.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Three years of clerical experience.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, ICC certification as a Permit Technician within one year is desirable.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Building Technician II

In addition to the qualifications for Building Technician I:

Knowledge of:

Principles of financial processes and procedures.

Pertinent Federal, State, and local laws, codes, and regulations including administrative and department policies and procedures.

Basic construction terminology and blueprint reading.

Ability to:

Interpret and apply pertinent Federal, State, and local laws, codes, and regulations.

Interpret and explain City policies and procedures related to the building permit process.

Minimum Qualifications:

Experience:

Three years of responsible Building Technician I experience.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, ICC certification as a Permit Technician within one year is desirable.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Senior Building Technician

In addition to the qualifications for Building Technician II:

Knowledge of:

Building Division budget expenditures and revenues.

Database and report generation.

Permit tracking software and technology.

Ability to:

Enhance and maintain permit tracking software and technology.

Oversee Building Technician Staff.

Monitor Building Division expenditures and track revenues.

Minimum Qualifications:

Experience:

Three years of responsible Building Technician II experience.

Training:

Equivalent to the completion of the twelfth grade, supplemented by specific Building Technician training approved by the Building Official.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of ICC certification as a Permit Technician. If position is filled from the outside ability to obtain ICC certification within one year.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Effective Date: January, 1999

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