

## **BUILDING TECHNICIAN**

### **Definition**

Under direction, provides varied and responsible office and technical support for the City's Building Safety & inspection Division. Provides support to plans examining and building inspection activity. Performs related work as required.

### **Examples Of Duties**

Tasks relating to operations at the Public Counter, receives visitors and answers inquiries regarding building permits and inspection procedures, provides factual information regarding city and code regulations. Accepts plans for checking and reviews them for conformance with permit requirements. Enters data into a computer system. Issues permits after necessary approvals are secured. Determines appropriate agencies for application review and insures proper routing of plans. Investigates complaints, answers questions regarding building code requirements at the counter or on the phone. Applies valuations and permit costs for new projects based on codes, regulations, and policies. Analyzes permitting system, develops, recommends and implements approved permit system changes to make the processes efficient and effective. Assures that policies and procedures are followed in the receipt, routing and processing of permit applications. Prepares, maintains and stores records, files and logs related to permit issuance and inspections; prepares documents and plans for microfilming. Assists in the scheduling of requests for field inspections and maintains an inspection activity log. Assists in coordinating the permitting process with building official, inspectors, planners, engineers, fire inspectors and other agency staff. Researches problems and complaints regarding commercial and residential buildings, building construction and code compliance. Perform minor field inspections and residential property inspections.

### **Tools and Equipment Used**

Personal computer, including word processing and permitting software, calculator, pencil, ruler, copy and fax machine, phone, mobile or portable.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

## **Employment Standards**

### **Education and Experience**

Any combination equivalent to graduation from high school supplemented by courses in engineering and two years of responsible experience in the building trade construction of building inspection fields, preferably with journey-level status in any related trade. Possession of certification as an inspector from ICBO at time of application is desirable, but not required.

### **Knowledge and Abilities**

*Knowledge of:* Building construction methods and materials; knowledge of State and ability to learn local laws relating to construction.

*Ability to:* Read and interpret building plans and specifications and to enforce their application in building construction; ability to work at a centralized public counter and work with a diverse group of people; ability to use computer hardware and software for an automated permitting and inspection system; ability to prepare clear written reports, ability to deal effectively with and secure the cooperation of persons connected with the building trades. Maintain records neatly and accurately. Must possess good public relations skills.

### **Licenses or Certificates**

Must possess a valid California Driver's License and have an acceptable driving record at time of appointment.

Possession of a valid Certification from the International Conference of Building Officials (ICBO) as a Certified Inspector and one of the following: plumbing, mechanical or electrical certification is required within one year of employment.