



CITY OF CALEXICO

CLASS TITLE: PERMIT TECHNICIAN

MONTHLY: \$3,549 - \$4,313

RANGE: G-21

BASIC FUNCTION:

Under the direction of the Planning Manager, perform a variety of activities in support of Planning Department operations including the receipt, processing and distribution of plan checks, building permits and other documents; answer telephone calls, greet visitors and provide assistance concerning plan checks, permits and Department operations.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of activities in support of Planning Department operations; receive, process and distribute plan checks; receive plans, information and collect fees for review and building permit approval; review documents for accuracy, completeness and conformance to established procedures.

Answer telephones and greet visitors; provide building, zoning permit, plan check and general information to contractors, developers, other departments, outside agencies and the public; direct calls and visitors to appropriate departments and individuals; resolve issues and concerns.

Perform a variety of general clerical and secretarial support duties; prepare and type letters, lists, memoranda, purchase orders, agenda items, agreements and other correspondence from oral and verbal instructions; duplicate materials; schedule appointments.

Process and issue building permits for various construction projects; calculate and collect impact fees and building fees.

Compile and tabulate statistical data; maintain a variety of departmental records and files related to permits, fees, agreements, construction, staff and assigned activities; prepare a variety of reports for State agencies as directed.

Review and interpret blueprints and building plans for compliance with codes and regulations.

Communicate with other departments, outside agencies and the public to exchange information and resolve issues or concerns.

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Operate a variety of office equipment including a copier, fax machine, calculator, computer and assigned software.

Route and assign plan check numbers to permits and plan checks; issue building addresses for new subdivisions and commercial properties on newly developed land as directed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

Operation of a computer and assigned software.

Financial and statistical record-keeping techniques.

Oral and written communication skills.

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

Interpersonal skills using tact, patience and courtesy.

Report preparation techniques.

Basic math.

ABILITY TO:

Perform a variety of activities in support of Planning Department operations including the receipt, processing and distribution of plan checks, building permits and other documents.

Learn operations, procedures, specific rules and precedents of the office.

Learn planning, zoning and building general requirements.

Maintain financial and statistical records.

Add, subtract, multiply and divide quickly and accurately.

Answer telephones and greet the public courteously.

Prepare reports related to assigned activities.

Type or input data at an acceptable rate of speed.

Operate a variety of office equipment including a computer and assigned software.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years clerical experience involving frequent public contact.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

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ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Reaching overhead, above the shoulders and horizontally to file materials.

Bending at the waist, kneeling or crouching to file materials.