

## CITY OF HEMET

Class Code: 3735  
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### **BUILDING TECHNICIAN I/II**

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### **DEFINITION**

Under general supervision learns to review and process and reviews and processes building permits for new construction and building modifications; provides information to the public; calculates and collects fees; routes plans for review; provides administrative support within the Division; coordinates plan check information from other departments; prepares comprehensive plan check reports; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS**

##### **Building Technician I**

The **Building Technician I** is the entry level class in the Building Technician series that allows incumbents to develop journey level knowledge and abilities in the area of building permit processing and review. Initially, under immediate supervision, incumbents learn to perform and perform a variety of building permit activities. This classification is alternatively staffed with Building Technician II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

##### **Building Technician II**

The **Building Technician II** is the journey level class in which incumbents are expected to perform the full scope of building permit processing and related support duties with minimum supervision, as well as occasionally conduct building inspections at construction sites with general supervision. Assignments are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision when required. This classification is distinguished from the next higher classification of Building Official in that the latter has overall responsibility for the Building Division.

#### **SUPERVISION RECEIVED/EXERCISED**

##### **Building Technician I**

Receives immediate supervision from the Building Official. Incumbents in this class do not routinely exercise supervision.

##### **Building Technician II**

Receives general supervision from the Building Official. May exercise functional and technical supervision over lower level Building Technicians.

### **ESSENTIAL FUNCTIONS**

Essential functions include, but are not limited to, the following:

- Provides customer service by responding to public and agency inquiries by phone and at the counter; provides information regarding building permit policies and application procedures; interprets and knows Building and other City codes, Title 24 Handicap, and Title 25 Mobile Homes for members of the public; works cooperatively with property owners, contractors, architects, developers, engineers or their representatives to resolve questions regarding permit issuance and permit fees.
- Receives building plans and specifications for completeness, review and conformance to permit requirements and regulations; receives, distributes and tracks construction plans from project submittal to permit issuance; forwards plans to the appropriate Department staff; relays necessary corrections to the permit applicant.
- Calculates and records permit application and plan check fees; coordinates fee payment with the cashier; issues permits for all construction projects.
- Performs minor plan checks; recommends corrections to violations; maintains department logs, including the status of plan checks and residential activity; performs input and retrieves data; prepares statistical reports.
- Reviews incoming plans for completeness, accuracy, information, and code requirements prior to submittal.
- Assigns street numbers to new commercial and residential projects; relays addresses to the Post Office and emergency services providers.
- Writes staff reports for the City Council and Traffic Commission, which include the status of, plan checks, permits issued, utilities released and the projects that are complete.
- May ride along with Building Inspectors during inspections; assists with customers at the Planning and Engineering counters as needed.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of building and municipal code sections as related to permit processes and inspection procedures; various construction methods, materials and terminology for both residential and commercial projects; basic engineering, real property description and terminology; basic research methods used in the collection, tabulation, analysis and application of building inspection data; street naming and addressing; public relations techniques and procedures; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Skill to operate standard office equipment, including a computer and variety of word processing.

Ability to read, interpret and review plans, blueprints and supporting documentation; collect, analyze and present data; explain and give zoning and planning ordinances and public works/engineering information; work with the public in a courteous and friendly manner; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

### **QUALIFICATIONS GUIDELINES**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Building Technician I/II. A typical way of obtaining the required qualifications is to possess the equivalent of:

#### **Building Technician I**

Two years of experience performing increasingly responsible office support duties involving heavy public contact, and a high school diploma or equivalent.

#### **Building Technician II**

In addition to the above, two years of experience in reviewing and processing building, grading and improvement plans and/or permits equivalent to that of a Building Technician I in the City of Hemet. College level course work in building technology is desirable.

**CERTIFICATION/LICENSE AND/OR OTHER SPECIAL REQUIREMENTS**

**Building Technician I**

Possession of, or ability to obtain, a valid Class C California driver's license. Possession of a Building Technician Certification required within one year of employment.

**Building Technician II**

Possession of, or ability to obtain, a valid Class C California driver's license. Possession of a Building Technician Certification.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS**

Position requires prolonged sitting, standing, walking, kneeling, reaching, twisting, bending, squatting, grasping, and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 50 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.