



ENGINEERING TECHNICIAN

DEFINITION

Under supervision, assists the public processing and issuing building and public-right-of-way permits; calculates fees; maintains computerized permit tracking systems and provides information to developers, contractors, homeowners and other members of the public.

SUPERVISION EXERCISED

None

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Assist the public in processing forms, permit applications and plans for the issuance of permits; calculate and collect fees; verify documents.

Coordinate final inspections with city departments.

Ensure work performed in public rights of way conform to construction and permit conditions and standards, policies and Federal, State and local laws and ordinances.

Provide administrative support and research.

Maintain records of daily inspections; generate and distribute inspection schedules to inspectors.

Serve as liaison to developers, architects, engineers, contractors and the public providing information and assistance; interpret and explain ordinances, policies and procedures.

Prepare correspondence, invoices and requisitions.

Maintain logs, records and reports; prepare correspondence to contractors, outside agencies, consultants homeowners and staff.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Inspection and permit methods, techniques, principles and concepts.

AutoCAD system.

Engineering, traffic, public works construction and inspection principles and concepts.

Principles and concepts of design and inspection.

Surveying equipment, methods and techniques.

Permit filing and approval procedures.

Standard office procedures, methods and computer equipment.

Techniques used in dealing with the public and customer service.

Ability and Skill to:

Read and interpret codes, standards, details, plans, specifications and regulations.

Coordinate and monitor work of multiple contractors, utility companies and consultants.

Prepare reports and maintain engineering and construction records.

Compile and maintain project files and logs.

Plan and organize work to meet schedules and timelines.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:



AA in engineering or construction technology and one (1) year experience in the building trades, and/or technical engineering support.

LICENSE OR CERTIFICATE

Valid Class C California driver's license and good driving record.

ICC Certification as a Permit Technician within six (6) months of hire.

ESSENTIAL JOB FUNCTIONS/A.D.A

Ability to operate computer, calculator, telephone, portable radio and copying machine.

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations and sort/file documents

Ability to sit, stand and walk for two hours at a time

Ability to work outdoors in all weather conditions including hot with sun exposure, cold and wet

Ability to lift up to 25 pounds

Ability to get from one location to another in the course of doing business

