

## **ENGINEERING & BUILDING TECHNICIAN**

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### **DEFINITION**

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Under direction, performs a variety of complex and responsible technical administrative duties as required in the department; performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

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This classification is distinguished from both general clerical and technical series by the degree of compound specificity, knowledge and abilities required to complete assignments, comprehensive knowledge of the technical subject matter and clerical functions involved, accountability to potential seriousness of error, and degree of independent decision-making.

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### **REPRESENTATIVE DUTIES**

*The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed. Marginal duties are those which are non-essential job functions for this class.*

1. Performs complex clerical/technical work involving the examination of a variety of source materials and thorough knowledge of the policies, procedures and applicable building regulations to complete work; processes documents such as permit applications checking for completeness and accuracy.
2. Operates as immediate support to the Building Permit Technician.
3. Performs a variety of routine and complex administrative and clerical processes which requires a thorough knowledge and understanding of department policies, procedures, and regulations.
4. Acts as receptionist by screening calls and visitors, referring inquiries as appropriate and responding to complaints and information requests.
5. Provides information to the public regarding activities and functions including explanations of rules/regulations, policies, and/or procedures.
6. Types, formats, edits, proofreads, files, gathers, follows-up on and compiles correspondence, reports, forms, and a variety of other documents related to the functions of the department and duties of the position.
7. Performs data entry; updates and maintains various records. Prepares a variety of documents from written and recorded sources or verbal instructions.
8. Issues and processes a variety of permits, applications, licenses, and other forms once approved by the necessary staff members and receives payments or deposits from customers.

9. Provides general planning information to the public regarding zoning classifications and setback requirements for the building permit process.
  10. Maintains familiarity with ordinance and procedural changes and may assist in the implementation of said changes.
  11. Performs related duties as required and/or assigned.
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## **EMPLOYMENT STANDARDS**

### **Education and/or Experience**

Any combination of education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above. A typical way of obtaining the required qualifications is to possess a high school diploma or equivalent, and three years of increasingly responsible administrative experience in an engineering, building, or similar office OR an Associate's Degree in architecture, planning, construction technology, business administration, administration of justice, or a closely related field and one year of experience involving frequent, fast paced public contact.

### **Knowledge of:**

Office methods and practices; office equipment operation; English usage, spelling, grammar and punctuation; public contact techniques; letter composition and report writing; basic bookkeeping; arithmetic calculations; City and program organization, policies, and procedures applicable to the assigned work unit; data collection and evaluation methods; presentation techniques.

### **Ability to:**

Apply technical knowledge and follow proper technique to perform a cursory review of building plans and read and interpret building plans, specifications, codes, and ordinances; communicate effectively and tactfully with individuals and small groups verbally and in writing; handle multiple customers in a fast-paced environment; enforce necessary regulations with firmness and tact; establish and maintain effective working relationships with associates, officials, and the general public.

### **Skill in:**

Typing/keyboarding operation at a rate of 45 wpm.

### **Required License:**

Positions in this classification require incumbents to possess and maintain a valid California driver's license, Class C or higher, to carry out job related duties.

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## **WORKING CONDITIONS**

This position is typically situated in a standard office environment but requires standing, bending, walking, reaching, squatting, lifting, and repetitive hand movement in the performance of the daily duties. The incumbent will often work with constant interruptions. Environment is generally clean with limited exposure to conditions such as dust, fumes, odors, and noise. A computer is used on a moderate basis. Periodic contact with angry and upset individuals.