

City of San José
CLASS SPECIFICATION

Title: Permit Specialist FT/PT (3954)(3944)
Permit Specialist, Senior (3955)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Planning, Building, and Code Enforcement	Supervising Plan Check Engineer; Building Inspector Supervisor	Non-exempt

CLASS SUMMARY

Under immediate (Permit Specialist) to general (Permit Specialist, Senior) supervision, performs a variety of construction review, permit issuance, and customer service functions related to the plan review processes and permit issuance. Duties may include: explaining procedures and requirements, addressing problems and concerns, and maintaining related receipts and computerized tracking records. Permit Specialist, Senior duties include working on complex special projects as assigned and training and providing technical direction to other staff. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

Permit Specialist is the entry level of a two-level series. It is distinguished from the Permit Specialist, Senior by the entry level knowledge and experience required to perform the most common job duties. This is a non-professional journey level classification where incumbents work within a framework of established procedures.

Permit Specialist, Senior is distinguished from Permit Specialist by the journey level knowledge and experience required to perform more complex work. This is a non-professional journey level classification where incumbents work within a framework of established procedures. Employees are expected to perform a full range of duties with only occasional instruction or assistance. Positions at this level frequently work outside the immediate proximity of a supervisor. Work is normally reviewed only on completion and for overall results. Assigned duties require the exercise of judgment or choice among possible actions, sometimes without clear precedents and often with concern for the consequences of the action. May be required to work as a lead or supervise a technical unit.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Permit Specialist

Completion of high school or equivalent (General Education Development [GED] Test or California Proficiency Certificate) AND one (1) year of public contact experience in planning, building, construction or fire prevention office work.

Permit Specialist, Senior

Completion of high school or equivalent (General Education Development [GED] Test or California Proficiency Certificate) AND two (2) years of experience as a Permit Specialist or equivalent in a public agency.

Acceptable Substitution

- **Permit Specialist** - Associate's degree from an accredited college and one (1) year of experience involving a substantial amount of contact with the general public.
- **Permit Specialist, Senior** - Associate's degree from an accredited college and one (1) year of experience as a Permit Specialist or equivalent in a public agency.

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Required Licensing (such as driver's license, certifications, etc.)

- Possession of a valid State of California driver's license.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Knowledge, Skills, and Abilities (Needed at entry into the job in order to perform the essential duties.)

Knowledge of:

- Construction drawings and plans related to occupancy classifications, construction types, and plan and tract specifications.
- Construction permit processes, including public rights-of-way, private and public easements, set-backs, zoning and engineering requirements, and the need for variances.
- The Uniform Building Code, construction practices, and legal aspects of code administration.
- Records management practices and general office operations.
- Basic accounting methods and cash or payment handling procedures.
- Basic math as well as standard geometric knowledge for computing areas and dimensions.
- Modern office procedures, methods, and computer equipment.
- Public administration principles.
- Safety equipment and procedures.
- Supervision principles, when required to lead or supervise.

Skills to:

- Learn and use the City's Automated Building Permit Issuing System.
- Read and understand blueprints, plans and specifications.
- Understand and explain local ordinances, regulations and procedures.
- Perform mathematically oriented calculations accurately and quickly.
- Provide technical direction to other staff.
- Using computers and applicable software.
- Communication and interpersonal skills in interactions with coworkers, supervisor, the general public, and other persons sufficient to exchange or convey information and to receive work direction.

DUTY NO.	<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Processes and issues permits for large scale multi-family and tract home projects and commercial projects; provides assistance to Residential Plan Check Engineers in preparing approved plans for permit issuance.	Daily/Several Times
2.	Receives, processes, and reviews plan check submittals, applications, and other related documents.	Daily/Several Times

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3.	Establishes, assigns, changes, corrects, and verifies building addresses within the City.	Daily
4.	Provides counter and telephone service to general public; answers code related issues and supplies information regarding permit processing, policies, and procedures.	Daily
5.	Verifies SITUS information and performs various research requests for Building Division staff and the general public.	Daily
6.	Approves Master Plan applications and performs plan checks on qualified minor projects.	Daily
7.	Performs minor clerical and filing duties related to the permit process.	Daily
8.	Permit Specialist, Senior may be responsible for training and providing technical direction to coworkers.	Daily
9.	Log-ins, files, tracks, and retrieves permitted plans for new residential and commercial projects.	Daily
10.	Interfaces with contractors, management, co-workers, supervisors, and the general public.	Daily
11.	Routes, Faxes, and ships drawings, specs, and other related documents to staff, consultants, and other agencies.	Daily
12.	Perform other duties of a similar nature or level.	As Required

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

In an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Communicate in person and over the telephone;
- Lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights, in all cases with the use of proper equipment;
- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Be exposed to moderate noise levels and controlled temperature conditions;
- Maintain professional demeanor during interactions with staff, customers, and the public.

CLASSIFICATION HISTORY Created 08/00, Rev. 01/01, Rev. 02/01 (formerly Permit Technician and Sr. Permit Technician), Rev. 05/01 (Permit Specialist, Senior). Rev. 02/17, Rev. 04/23 (PT job code added to Permit Specialist).