



# City of Mill Valley

## BUILDING TECHNICIAN

### JOB DESCRIPTION

#### **DEFINITION:**

Under direction, provides technical, administrative, and clerical support to the Building Division of the Planning and Building Department; provides assistance and customer service to the general public at the front counter; receives and reviews permit applications for completeness and accuracy; issues permits as assigned/authorized. Performs other duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS:**

This is an entry-level classification requiring basic knowledge of department and City processes and procedures; it is distinguished from the Permit Services Coordinator by the performance of more routine tasks and duties, and receives more frequent direction and supervision from other staff.

#### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from the Permit Services Coordinator under the direction of the Building Official. May be assigned to coordinate with seasonal or part-time staff and contractors or consultants, but does not exercise direct supervision.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

May include, but are not limited to, the following:

- Provide information to the public and respond to inquiries regarding the building permit application process, associated forms and fees, and other development related requests.
- Review building permit applications and plan submittals for accuracy, proper content, format, and completeness.
- Track and organize applications and plans; log and route application submittals for processing; and maintain building department files.
- Verify and approve minor building permit applications over the counter.
- Calculate and collect required fees and issue building permits.
- Use computer database programs and permit tracking systems for information, data entry, report information, and to initiate and track building permit applications.

- Confer with builders, contractors, engineers, architects and the public concerning building codes and permit requirements.
- Gather and prepare data in written and graphic form.
- Assist in the tabulation and completion of survey data and other statistical data.
- Maintain a variety of records, files and forms.
- Prepare written reports and correspondence.
- Process deposits of building fees and maintain account data.
- Respond to other agencies providing information and statistical data involving assessor's records, building and planning activities, seismic fees, weekly permit and planning applications, builders exchange information, census information, and Federal housing data.
- Receive and forward code violation investigations.
- Conduct research and special projects as assigned.
- Assist in policy and procedure system development related to permit intake process as requested.
- Perform related duties as assigned.

**JOB RELATED AND ESSENTIAL FUNCTIONS:**

**Knowledge of:**

- Building permit processes and building codes.
- Modern office practices, procedures and equipment.
- Methods and techniques of problem-solving, dispute resolution, and customer service.
- Basic methods and techniques for research, analysis, recordkeeping, and report writing.
- Basic applied mathematics and measurements.
- Basic principles and practices of local government is desirable.

**Skills and Abilities to:**

- Communicate clearly and concisely, orally and in writing.
- Communicate professionally and tactfully with staff and members of the public.
- Establish and maintain effective working relationships with internal and external stakeholders.
- Accurately read and interpret maps, planning regulations, building code, ordinances, and building and/or planning plans.
- Interpret, explain, and apply policies, laws, and procedures.
- Learn and apply a variety of building codes, ordinances, laws, rules, regulations, and the like.
- Quickly and accurately review plans and calculate permit fees in accordance with established laws, ordinances and policies.
- Respond to a variety of questions, inquiries and complaints.

- Use computer database and permit tracking programs for data entry and report generation.
- Think clearly and act effectively under pressure.
- Operate computers, computerized systems, software, handheld devices, and other technology essential to the job.

**EDUCATION AND EXPERIENCE**

Any combination of education and experience that demonstrates possession of the requisite knowledge, skills, and abilities. A typical way to obtain these would be:

**Education:** Any combination equivalent to graduation from high school, preferably supplemented by college level courses in construction technology, construction management, urban planning, engineering or other related fields.

**Experience:** Three (3) years of increasingly responsible full-time experience in a high-contact, public setting; preferably in a public sector building, planning or engineering office.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. This position may require standing for long periods of time. The employee frequently is required to use hands to finger, handle or feel and reach with hands and arms. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**OTHER:**

*FLSA Status:* Exempt  
*Bargaining Unit:* N/A  
*Approved by:* City Manager McCann  
*Date:* October 28, 2019