

CITY OF BELMONT

ZONING PERMIT TECHNICIAN

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

To provide useful and helpful planning application processing and zoning information to builders architects, engineers, contractors, and others; check initial planning and building application submittals for completeness; answer general inquiries, and perform a variety of technical tasks including ordinance research and surveys.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Building Official.

ESSENTIAL FUNCTION STATEMENTS - - *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Provide information to builders, architects, engineers, contractors and others regarding land use, planning and zoning regulations and requirements, as well as state and local construction requirements so that questions and concerns are promptly and effectively addressed.
2. Answer general inquiries and provide information to the public concerning planning and building application requirements.
3. Review initial planning and building applications for completeness and correctness and issue minor zoning and building permits.
4. Review business licenses for conformance with zoning regulations.
5. Provide telephone assistance as needed, route plans to various departments, process over-the-counter permit applications and perform a variety of tasks relative to the assigned area of responsibility.
6. Performs other duties as requested.

QUALIFICATIONS

Knowledge of:

Standard planning and building permit procedures.
Components of a site plan and site survey.

Modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet application.
Principles and procedures of record keeping.

Ability to:

Learn local codes, ordinances and approval procedures applicable to planning entitlements and building construction and alteration.
Issue building permits under supervision and with adequate training.
Read and interpret plans, specifications and blueprints.
Respond to requests and inquiries from the general public.
Compose letters regarding various code issues and complaints.
Maintain accurate records and files.
Prepare reports on minor zoning issues and permits.
Operate office equipment including computers and supporting software applications.
Operate motorized vehicles.
Establish and maintain effective working relationships with those contacted in the course of work.
Communicate clearly and concisely, both orally and in writing.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience :

Any combination of education and experience that would likely provide the required knowledge and abilities.

A typical combination that would qualify is a two year degree or certificate from an accredited college or university with major course work in urban planning, construction technology, architecture, public administration or a closely related field, and two years experience reviewing building and/or land development plans and processing planning applications and/or building permits.

Training :

Equivalent to the completion of the twelfth grade supplemented by specialized training in carpentry, electrical, plumbing, HVAC trades, or a related field.

License or Certificate :

Possession of, or ability to obtain, an appropriate, valid California driver's license.

WORKING CONDITIONS

Environmental Conditions :

Office and field environment; travel from site to site; exposure to computer screens, inclement weather conditions.

Physical Conditions :

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; operating motorized vehicle.