

CITY OF FOLSOM

BUILDING PLAN TECHNICIAN I/II

DEFINITION

Under general supervision and direction, provide information to the public regarding building issues, processes, and requirements; receive, review, route, and process plan checks and building permit applications; issue building permits; and collect, record, and balance permit-related monetary transactions. Building Plan Technician II incumbents may oversee, monitor, and/or direct the work of lower level personnel.

DISTINGUISHING CHARACTERISTICS

The Building Plan Technician I is the entry-level class of the Building Plan Technician series. Initially under general supervision, the incumbents perform the more routine duties while learning city policies and procedures and becoming familiar with the variety of departmental systems and practices and how to handle increasingly more difficult paraprofessional/technical office and field engineering work. As experience is gained, duties become more diversified and are performed under more direction. This class is flexibly staffed with Building Plan Technician II and incumbents may be advanced to the higher level after one year, and demonstrating proficiency that meets the qualifications.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Calculate required fees and issue building permits.
- Perform plan checks on residential plans for compliance with building codes.
- Perform plan checks on commercial, industrial, and residential projects for compliance with city zoning, building, and planning regulations and codes.
- Track and coordinate the routing of various new plan check submittals and re-submittals and building permit applications to City divisions and departments.
- Provide information to the public on building and permit issues, processes, and requirements.
- Confer with builders, engineers, contractors, architects, and the public concerning building codes, planning and zoning codes, and permit requirements.
- Perform mathematical fee calculations for the public, other city staff, and other government agencies.
- Record, collect, and balance permit-related monetary transactions.
- Schedule and conduct pre-application meetings with developers, contractors, architects, and owners to discuss new projects.
- Prepare written reports and correspondence.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

NOTE: The level and scope of the knowledge and abilities listed below are related to job duties as defined under “Distinguishing Characteristics.”

Knowledge of:

- Planning approval and building permit processes and procedures, specification requirements, and construction practices.
- Modern office methods, practices, procedures, and computer equipment.
- Methods of tracking and compiling data.
- Customer service practices.
- Record keeping practices and methodologies.
- Basic mathematic principles.
- Project tracking methodologies.
- Common word processing, spreadsheet, and database software.

Ability to:

- Learn building inspection and planning policies and procedures, construction, design, and land use regulations and ordinances.
- Receive, understand, and respond to public service requests.
- Explain and interpret building-related policies and regulations accurately and tactfully to the public.
- Review plans for completeness and calculate permit fees in accordance with established laws, ordinances, and policies.
- Enter data into a computer system accurately.
- Perform arithmetic calculations.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Building Plan Technician I

Education:

Thirty (30) semester units in planning, drafting, engineering, building inspection, or a closely related field from an accredited college or university.

OR

Experience:

One (1) year of experience in technical plan check work, field, and/or office building inspections or planning work.

Building Plan Technician II

Education:

An associate's degree in planning, drafting, engineering, building inspection, or a closely related field from an accredited college or university.

OR

Experience:

One (1) year as a Building Plan Technician I with the City of Folsom.

OR

Two (2) years of experience in technical plan check work, field, and/or office building inspections or planning work.

License, Certificate, Registration Requirements:

Possession of, or ability to obtain and retain, a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements:

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/ Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Information Block

Class Code:

FLSA Status:

Established:

Revised:

Retitled:

Workers Compensation Code

Bargaining Unit: