



City of Fairfield

Building Permit Technician II/Senior

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|---------------------|----------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------------|
| SALARY | \$39.09 - \$52.45 Hourly \$3,127.20 - \$4,196.00 Biweekly \$6,775.60 - \$9,091.33 Monthly \$81,307.20 - \$109,096.00 Annually | LOCATION | Fairfield, CA |
| JOB TYPE | Full-Time | JOB NUMBER | 2024-00057 |
| DEPARTMENT | COMMUNITY DEVELOPMENT | DIVISION | CD-Building Inspection |
| OPENING DATE | 07/17/2024 | CLOSING DATE | 8/7/2024 5:00 PM Pacific |
| FLSA | Exempt | BARGAINING UNIT | FEA |

Description



The City of Fairfield is accepting applications for a Building Permit Technician II/Senior within the Community Development Department! The deadline to apply is 5:00 PM on Wednesday, August 7, 2024. In-person panel interviews are tentatively scheduled for the week of August 26.

Located midway between Sacramento and San Francisco, Fairfield is a growing community that reaps the benefits of its ideal location. Boasting an inviting a mix of rural and suburban lifestyles, easy access to the urban amenities associated with two of the nation's most dynamic metropolitan regions, and a thriving local economy Fairfield is embarking on a promising future as a place to live, learn, work and play for many years to come. The city is seeking an energetic and experienced candidate whose character reflects the values of the city. The successful candidate should be a collaborative and adaptable individual that learns quickly and leads by example. The ideal candidate will possess a keen attention to detail, strong communication skills, and a mindset of growth and excellence.

This position will perform a variety of technical and para-professional duties in support of the Building Division including the processing of plan check submittals, the issuance of permits and business licenses, and minor plan review; provide information concerning building permit requirements, codes, ordinances, and inspection procedures to contractors, design professionals, and the public; review plans for completeness, calculate permit fees, issue building permits, and route plans.

This position is represented by Fairfield Employee's Association (FEA) and receives an excellent benefits package, including:

- CalPERS pension eligibility

- Generous contributions to medical, dental, and vision plans
 - 3 medical carriers to choose from: Kaiser, Sutter Health or Western Health
 - Monthly employee premium as low as \$132 for Kaiser family plan
- 50 hours of personal leave (cashable) annually, plus vacation and sick leave
- City paid life insurance, deferred comp and retirement health savings contributions

PLEASE NOTE THAT THE CITY USES AN ELECTRONIC REFERENCE CHECK PROCESS. REFER TO THE “REFERENCE CHECKS” SECTION AT THE BOTTOM OF THIS JOB POSTING FOR MORE DETAILED INFORMATION.

The posted salary range spans the Building Permit Technician II and Building Permit Technician Senior series. Please refer to the specific [job descriptions](#) for the individual salary ranges.

DISTINGUISHING CHARACTERISTICS:

Building Permit Technician II

- This is the journey-level class which is distinguished from the Building Permit Technician I by the complexity of assignments and the ability to perform the full range of duties with only occasional instruction or assistance as new or unusual situations arise. Positions in this class are fully aware of the operating procedures and policies within the work unit. Ability to exercise considerable judgment and independence in the interpretation of codes and regulations. Ability to use independent judgement to provide immediate response on a variety of issues when supervisor or higher-level management are not available.

Building Permit Technician Senior

- This is the advanced-journey level class in the Permit Technician series, in which the incumbent has a higher level of knowledge and experience than the journey level Permit Technician. This position works with minimal supervision and requires the use of independent judgment. Position requires a keen attention to detail given the complexity of projects and responsibilities. Incumbent is expected to have full knowledge of permit tracking software and of City procedures related to permit processing, tracking, routing, and calculating fees and credits. Serve in a lead capacity and resource to lower level Building Permit Technicians.

SUPERVISION RECEIVED AND EXERCISED:

Supervision is received from the Permit Center Supervisor. The Building Permit Technician Senior may additionally exercise technical and functional direction over lower level staff.

Minimum Qualifications

Experience:

Building Permit Technician II

- Two (2) years experience as a Building Permit Technician I with the City of Fairfield or with another municipal agency with equivalent experience is required. A typical way to obtain the equivalent experience would be two (2) years of public contact work in permitting, building code enforcement or similar department. Experience with land use regulations and the construction process is required.

Building Permit Technician Senior

- Four (4) years of experience as a Building Permit Technician II with the City of Fairfield or with another municipal agency with equivalent experience is required. A typical way to obtain the equivalent experience would be four (4) years of performing upper level administrative and technical support duties dealing with aspects of the development process, including complex project management, plan review, building inspection, zoning, planning, permit issuance, and/or other related fields.

Education:

Education equivalent to the completion of the twelfth grade is required. Two years of college course work including classes in construction technology, building inspection or civil engineering is desirable.

LICENSE AND/OR CERTIFICATE:

- Possession of a valid Class C California Driver's License is required for both classifications.
- International Code Council (ICC) certification as "Permit Technician" or equivalent is required for Building Permit Technician Senior.
 - Building Permit Technician II is required to obtain this certification within 12 months of appointment.
- Licenses and certifications must be maintained as a condition of employment.

Examples of Duties

Duties for the Building Permit Technician II/Senior may include, but are not limited to the following:

- Provide permit case management for complex projects from application submittal through permit closeout and issuance of certificate of occupancy. Act as division liaison to developers, architects, engineers, contractors, other City divisions and departments.
- Perform minor plan review to ensure applicable federal, state, and local laws, codes and regulations are met.
- Apply advanced permit fee calculations (including estimates, fee credits, fee deferrals and staff training) including interpreting regulations and policies applicable to fee calculations.
- Coordinate and resolve a variety of complex and difficult problems and complaints encountered by staff and department representatives regarding permit and plan submittals and processing and inspections.
- Attend meetings as division representative in various meetings with developers, contractors, outside agencies and/or other divisions and departments.
- Assist in the continued development of the City's current building permit program. Evaluate and provide recommendations for best practices for the City's permit/development fee application process and application forms.
- Assist Building Permit Technician I as needed during absences or high need periods

In addition to the duties listed above, the Building Permit Technician Senior will also:

- Audit and approve fee estimates for new construction.
- Prepare and verify the accuracy of computations and plot information obtained from approved master development plan.
- Update all activity information in specialized database or permit and land management tracking programs, which include updating permit fees, developing workflows and interdepartmental processes citywide.
- Serve as the system administrator for the permit application system.
- Train users and meet with users to create and/or modify the online permit application system processes according to the needs of the department.
- Administer citywide addressing and street name policy and procedures including assignment and notifications of new addresses and street names.
- Provide technical and functional direction over lower level staff as directed and train permit staff on permit processing and procedures.
- Provide monthly financial reports for third party agencies and monthly building reports.

Knowledge & Abilities

Knowledge of:

- Provisions of business license ordinance.
- The building permit process and how the division interrelates with other agencies and organizations.
- Applying federal, state and municipal codes, ordinances and regulations related to building construction, and electrical, plumbing, mechanical, heating, and gas installations to assist the public and development community to obtain permits and information.
- Understanding of construction drawings and blueprints, construction types and occupancies.
- Arithmetic and mathematical calculations.
- Inspection methods and procedures.
- Modern office practices, procedures and equipment.

Ability to:

- Navigate the building codes.
- Advise and assist contractors, developers, architects, engineers, and homeowners in the procedures necessary to obtain permits.
- Establish and maintain effective, tactful and positive working relationships with those contacted in the course of work.
- Understand and explain the permit and business license process.
- Consistently and fairly apply policies, laws, codes, and regulations.
- Calculate fees.
- Use assessor parcel map to locate property.
- Access and input data using a computer; utilize department specific software.
- Communicate clearly and concisely, both orally and in writing.

THE SELECTION PROCESS:

Based on the information provided in the application documents, the best-qualified applicants will be invited for further examination. All applicants meeting the minimum qualifications are not guaranteed advancement through any subsequent phase of the examination. Depending upon the number of applications received, the examination may consist of an application screening, written and/or practical exam, oral interview, or any combination.

HOW TO APPLY:

Candidates must submit an online application via NeoGov/Governmentjobs.com by 5:00 p.m. of the closing date. If you have any difficulties submitting your online application, please call NeoGov's **Applicant Support Line at (855) 524-5627**.

Mac users please note: To ensure compatibility, please use Google Chrome and ensure iOS settings are up-to-date.

If you feel you will need a reasonable accommodation for any portion of the testing/interview process, please contact Human Resources at (707) 428-7394 at least 1 week prior to the application deadline or examination date.

REFERENCE CHECKS:

The City utilizes an electronic reference check process. Please note that if you include your current supervisor under the "References" section of your application, they may be contacted at any point in the recruitment process without prior notification to you, even if you have marked "do not contact employer" in the Work Experience Section.

When listing references, please identify persons who can assess your *professional* qualifications in the context of the workplace. Examples include former colleagues/supervisors, mentors, etc.

If you have limited or no work experience, you may identify *personal references* familiar with your qualifications that would be transferrable in the workplace. Examples include teachers, volunteer coordinators, mentors, etc.

The City of Fairfield is an equal opportunity employer and is committed to creating a work environment in which all individuals are treated with respect and professionalism.

Agency

City of Fairfield

Address

1000 Webster Street
4th Floor
Fairfield, California, 94533

Phone

707-428-7394

Website

<https://www.governmentjobs.com/careers/fairfield/>

Building Permit Technician II/Senior Supplemental Questionnaire

***QUESTION 1**

Which best describes your highest level of education?

- Less than High School
- High School Diploma or GED
- Some College
- Associate's Degree
- Bachelor's Degree
- Master's Degree or Higher

***QUESTION 2**

Do you possess, or have the ability to obtain, a valid Class C California Driver's License at the time of appointment?

- Yes
- No

***QUESTION 3**

Do you currently have an International Code Council (ICC) certification as "Permit Technician" or equivalent?

- Yes
- No

***QUESTION 4**

Please indicate your years of experience as a Building Permit Technician with another municipal or equivalent. Please note: your response must be validated by the information provided in the work experience section of your employment application.

- I have no experience
- Less than 1 year
- 1 year to under 2 years
- 2 years to under 4 years
- 4 years or more

***QUESTION 5**

Please indicate the agency or organization at which you gained the experience indicated in the previous question.

***QUESTION 6**

Describe your experience with reviewing and processing building permit applications. Include specific examples of the types of permits you have handled and any challenges you have faced in this role.

***QUESTION 7**

Describe a time when you collaborated with other departments (such as Planning, Zoning, or Fire) to ensure the successful processing of a building permit. What was your role, and how did you ensure effective communication and coordination?

***QUESTION 8**

How do you manage a high volume of permit applications while ensuring accuracy and efficiency? Describe any specific strategies or tools you use to stay organized and meet deadlines.

* Required Question