



**DUBLIN**  
CALIFORNIA

INVITES APPLICATIONS FOR THE POSITION OF

## PERMIT TECHNICIAN

**APPLY ONLINE AT [WWW.CALOPPS.ORG](http://WWW.CALOPPS.ORG)**

### **SALARY**

\$33.00 - \$41.25 per hour

### **JOB TYPE**

Full Time, 3-Year Limited Term

### **FILING DEADLINE**

Friday, March 24, 2017 at 5:00 PM

### **THE POSITION**

The City of Dublin, a dynamic and growing community, is seeking one full-time, 3-year limited term Permit Technician to perform technical and clerical support functions in the processing and issuance of permits in the Community Development Department.

### **EXAMPLES OF DUTIES**

The following key elements describe the basic duties and responsibilities of the position:

- Functions as the initial contact with applicants both in person and on the telephone; reviews documents and enters required information in the computer system; determines the type of permit process being sought, the number of days required for processing, and the number of other City operating units to be involved;
- May act as a receptionist; screen calls and visitors, and refer inquiries as appropriate; respond to complaints and requests for information based upon departmental policies and procedures.
- Coordinates processing with applicable staff and applicants; provides applicants with the date of completion; routes applications to appropriate staff for additional processing, including detailed plan checking; monitors processing time and receives completed reviews; ensures that all necessary documentation and review are complete;
- Prepares applications for corrections or issuance; computes and collects fees; completes the paperwork to issue permits; and conducts research and answers basic building and zoning code questions.
- Reviews and processes building, planning, fire, engineering permit applications and associated documents to ensure all relevant plans, forms and information accompany the application; checks permit application information for compliance with all appropriate regulations;
- Performs elementary plan check including encroachments, setback, decks, fences, spas, reviewing completeness and for conformance to building codes and City ordinances;

- Reviews and issues routine less complicated building, planning, engineering permits. Building Permit may include but is not limited to: spas, swimming pools, HVAC equipment, bath and kitchen remodels, re-roofs. Planning Permits may include: temporary use permits, sign permits and review of spas/swimming pools and additions for zoning compliance. Engineering Permits may include: issuance of grading permits and checking swimming pool and room addition plans for easements.
- Responds to inquiries and confers with builders, engineers, contractors, architects, and the public concerning submittal requirements, building codes and permit regulations at the counter and over the telephone;
- Enters information and maintains the City's automated building permit system
- Calculates various building valuations, performs, simple mathematical calculations.
- Issues permits and calculates fees according to specified fee and plan check schedules
- Process licenses and collects and process fees and charges.
- Schedule inspections and appointments as assigned.
- Performs other permit related duties as may be assigned.

## **QUALIFICATIONS**

1. Education: To qualify for this position, a candidate must have a High School Diploma or equivalent. An AA degree and/or college courses in building/zoning codes or related field is highly desirable.
2. Experience: At least two (2) years of related experience involving extensive public contact with at least one (1) year experience in the processing, issuance and review of building, planning or engineer permits.
3. Training: Any recent training such as academic courses and/or certifications programs which are relevant to this job classification.
4. Certificates/Licenses: Must have the ability to obtain ICC Permit Technician certification within 1 year of appointment. Other ICC certifications (Plan review or Building Inspector) are desirable. Possession of a valid California Class C Drivers' License and Certificate of Automobile Insurance for Personal Liability.

### **Knowledge Of:**

- Procedures related to the processing of building and zoning permit applications and their issuance.
- Basic building and zoning codes.
- Personal computer systems and software.
- Proper format for report and letter writing.
- Proper English usage, spelling, and grammar.
- Basic mathematics to consistently and accurately calculate building and other fees.
- Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
- Customer service techniques.

### **Ability To:**

- Learn and apply the City's processes and regulations.
- Acquire a working knowledge of overall Building and Planning Division operations and other applicable Divisions and City operations.
- Take the initiative to keep important work progressing to completion within prescribed time limits.
- Learn and operate computer system.
- Relate effectively with co-workers.
- Establish and maintain effective, tactful, and courteous relations with the general public, homeowners, and contractors.
- Read and interpret blueprints, compose routine correspondence.
- Calculate building areas and apply fee formulas to specific buildings or projects.
- Work on multiple projects and effectively set priorities.
- Exemplify an enthusiastic, resourceful, and effective service attitude with those contacted in the course of work.
- Communicate effectively orally and in writing.
- Understand and carry out both oral and written directions.

- Work independently with limited supervision and exercise initiative and sound judgment.
- Type at a speed necessary for successful job performance.

## **BENEFITS**

The City of Dublin offers an attractive salary compensation and benefits plan in a professional, growth-oriented environment. The salary range for the **PERMIT TECHNICIAN** position is **\$33.00 - \$41.25** per hour. The following benefits will complete the compensation package:

- Classic CalPERS Members – 2.7%@55; EPMC 0%; 7% Cost Sharing; Single Highest Year
- New CalPERS Members Tier effective 1/1/13 – 2.0%@62; 3.05 Cost Sharing; 3-Year Final Avg. Compensation
- Pay-for-Performance system available
- Choice of medical plans through PERS with the City contributing up to \$1,680.00 per month
- Post-retirement medical provided under Government Code Section 22892(b) as established by the Public Employees' Medical and Hospital Care Act (PEMHCA) through CalPERS; PEMHCA Minimum.
- City-paid full family dental insurance
- City-paid single vision plan; optional family coverage
- IRS Section 125 plan/\$900 annual account seed money (HRA)
- City-paid \$50,000 term life insurance
- City-paid long-term disability insurance
- Employee Assistance Plan
- Education reimbursement program
- Thirteen paid holidays (including one floating holiday) per year
- Approximately 22 days per year of General Leave in lieu of traditional sick & vacation leave; increases with longevity

In addition to the above benefits, the City offers voluntary participation in a deferred compensation program, short-term disability program, supplemental life insurance, Dependent Care Assistance program and a credit union.

The City of Dublin does not participate in the Social Security system except for mandatory Medicare.

## **ABOUT THE DEPARTMENT**

The City's Community Development Department is comprised of three Divisions: Building & Safety, Planning and Housing. The Building and Safety Division is responsible for building permits, plan check and inspection services. It is currently comprised of six full-time staff and nine contract building inspectors. The Planning Division is directly responsible for providing Staff support to the Planning Commission and for various activities including preparing updates and amendments to the General Plan; developing Ordinances for consideration by the Planning Commission and the City Council; administration of the California Environmental Quality Act; processing development applications; working on housing programs and administration and enforcement of the City's Zoning and Property Maintenance Ordinances. The Housing Division is currently responsible for the development, implementation and monitoring of affordable housing programs for the City.

## **ABOUT THE CITY**

The City of Dublin is located in eastern Alameda County, approximately 35 miles southeast of San Francisco. The City was incorporated in 1982 with a population of 53,462 within 14.59 square miles. Dublin's strategic "crossroad" location at the intersection of Interstate 580 and 680 has made the City freeway close and conveniently accessible to the Bay Area with two BART stations.

## **COMMITMENT TO COMMUNITY SERVICE**

The City of Dublin is continually striving to enhance the services provided to our customers. The City organization is committed to creating a challenging and rewarding environment in which all employees representing the City are motivated to respond to the needs of the City's customers. In setting high standards for ourselves, we take pride in:

- Being a responsive and proactive City team, in touch with the changing needs and expectations of the Dublin community.
- Providing the highest level of quality service in all City programs and activities.
- Promoting a “can do” attitude using common sense along with technical/professional knowledge.
- Being committed to high professional standards. A professional attitude encourages an objective approach to analyses of issues.
- Providing information and resources to our customers in a friendly and helpful manner.

## **THE SELECTION PROCESS**

The best qualified candidates whose background and experience most closely meet the City's current needs will be invited to participate in an interview/oral board. In addition, the selection process may consist of written and/or oral components. The City reserves the right to test an applicant in any other manner to determine suitability and to alter any aspect of the selection process. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

Candidates who successfully complete the interview process may be placed on an employment eligibility list. This list may be canceled at any time, without notice to candidates. All offers of employment are conditional upon the ability to provide verification of authorization to work in the United States.

Pursuant to the City's Personnel Rules Section 24.2, the City retains the right to take appropriate steps to avoid inappropriate working relationships among relatives.

## **EQUAL OPPORTUNITY EMPLOYER**

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of ancestry, age, color, disability, genetic information, gender, gender identity or gender expression, marital status, medical condition, military or veteran status, national origin, race, religion, sex or sexual orientation.

The City of Dublin will make reasonable accommodations for the participation in employment, programs, and facilities. Please notify the Personnel Division at (925) 833-6605 regarding the type of reasonable accommodations needed within three days following recruitment closing date.

## **HOW TO APPLY**

Apply online at [www.CalOpps.org](http://www.CalOpps.org). Once there, click on “**Member Agencies**,” “**City of Dublin**,” then on “**Permit Technician**,” and “**Apply Now**.” No faxed or e-mailed applications or postmarks will be accepted.

THIS ANNOUNCEMENT is meant only as a general description guide and is subject to change. The information contained herein does not constitute an expressed or implied contract of employment and these provisions are subject to change.

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## SUPPLEMENTAL QUESTIONS

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The City of Dublin has determined the need to obtain additional information on selected candidates for the City's Permit Technician position. To continue in the City's recruitment process, you are required to complete this supplemental questionnaire along with your online application in [www.CalOpps.org](http://www.CalOpps.org)

If you have questions regarding the recruitment, please contact Human Resources at (925) 833-6605.

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1. Please check the ICC and IAPMO certifications that you currently hold

- |   |  |
|---|--|
| <input type="checkbox"/> Residential Building Inspector ICC   | <input type="checkbox"/> Commercial Mechanical Inspector ICC |
| <input type="checkbox"/> Residential Electrical Inspector ICC | <input type="checkbox"/> Commercial Plumbing Inspector ICC   |
| <input type="checkbox"/> Residential Mechanical Inspector ICC | <input type="checkbox"/> Permit Technician ICC               |
| <input type="checkbox"/> Residential Plumbing Inspector ICC   | <input type="checkbox"/> Plumbing Inspector IAPMO            |
| <input type="checkbox"/> Residential Plans Examiner ICC       | <input type="checkbox"/> Mechanical Inspector IAPMO          |
| <input type="checkbox"/> Commercial Plans Examiner ICC        |  |
| <input type="checkbox"/> Commercial Electrical Inspector ICC  |  |

2. Briefly describe your experience working with the public.