

CITY OF LOMPOC

PERMIT COORDINATOR/BUILDING INSPECTOR

DEFINITION:

Under general supervision, ensures completeness of permit submittals, performs intake of permit applications, calculates fees, issues building permits, collaborates with staff from multiple City divisions and departments to resolve regulatory and code related project compliance issues, responds to inquiries and concerns from customers, the general public and City officials, reviews plans and supporting documentation for conformance with Department policies, building codes, land use regulations and related ordinances, performs entry level building inspections and performs related work as assigned.

CLASS TITLE:

Permit Coordinator/Building Inspector

CLASS CHARACTERISTICS:

Permit Coordinator/Building Inspector is a one-position classification.

The incumbent in this technical class is expected to work independently and coordinate the development review process to meet the customer service objectives of the City. Incumbent is responsible for providing a high level of technical assistance and advice to property owners, contractors, developers, architects, engineers, City staff and the general public regarding code requirements and permitting and approval procedures. Under supervision, incumbent will also perform analysis and examination of residential and minor commercial construction projects for compliance with applicable codes, including building, mechanical, electrical, plumbing, energy, green building standards, accessibility and other state and local regulations. This classification is distinguished from the Plans Examiner/Building Inspector by the latter's overall responsibility for performing higher level plan review and field inspection on more complex residential and commercial projects. The incumbent is distinguished from the Chief Building Official by the latter's overall responsibility for managing the programs and activities of the Building and Safety Division of the City's Community Development Department.

EXAMPLES OF DUTIES:

- Staffs the public counter for the Building and Safety Division, answering questions, providing information, and processing building permit applications.

EXHIBIT 1

- Establishes and maintains effective working relationships with property owners, architects, engineers, contractors, the general public, co-workers, other departments, and supervisors.
- Coordinates permit processing with other departments and divisions and serves as the liaison between permit applicants and staff reviewers. Explains to the public the Division's policies and procedures, as well as City building-related regulations and construction codes.
- Coordinates plan review by other departments and agencies to ensure transmittal of corrections in a complete and professional manner.
- Coordinates resolution of final outstanding plan check corrections, project and departmental issues prior to permit issuance.
- Monitors status of high profile permit applications.
- Provides input on and assists in the development of policies and procedure manuals for the Division.
- Analyzes and assesses permit and impact fees collected with permit issuance.
- Attends various meetings as the representative of the Community Development Department or the Building and Safety Division.
- Verifies and maintains appropriate records and files; prepares comprehensive technical reports related to assignment.
- Provides other general assistance to the Building Official regarding processing, procedures, complaints investigation and follow-up, records maintenance and other building-related functions.
- Provides over-the-counter plan check of minor projects for compliance with applicable State and City policies and standards, including but not limited to the building, plumbing, mechanical and electrical codes, City ordinances, State energy requirements and handicapped accessibility standards.
- Attends seminars for code classes and training and attends other meetings as assigned.
- Inspects new and existing residential buildings and structures in various stages of construction or alteration for compliance with approved plans and building codes, laws, and ordinances.
- Investigates complaints and alleged violations of building codes.

EXHIBIT 1

- Ensures the correction of defects; issues stop work orders and correction notices; monitors permits subject to expiration to expedite completion and to finalize the work authorized.
- Inspects framing, foundations, and electrical, mechanical and plumbing installation on new and existing residential and minor commercial construction and alterations.
- Performs administrative duties including inspection scheduling, permit close-outs, and preparation of construction plans and supporting documents to be scanned at time of permit final.
- Acts as information source to property owners, builders, contractors, and architects regarding code compliance; explains and interprets building codes and regulations.
- Maintains accurate records and prepares reports related to assignment.
- Performs related duties similar to the above in scope and function as required.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and practices of exemplary customer service and front counter coordination for assigned work unit.
- Research and data analysis methods and techniques.
- Building-related codes, ordinances, policies and procedures enforced by the City, including the International Code Council (ICC) building, electrical, plumbing and mechanical codes.
- Computer applications applicable to permit application processing, preparation of spreadsheets, and word processing.
- Principles, methods, techniques, and practices of building design, and general methods of building construction.
- Principles and practices of building technology, code regulations, and other related studies.
- Basic mathematics necessary for calculating and reviewing permit fees.
- Development and application of fee structures and collection methods.

- Principles and practices of report writing that includes statistical analysis and narrative elements.

Ability to:

- Assist customers in solving problems related to codes, ordinances and regulations related to construction and development.
- Determine if applications for new construction, alterations, or tenant improvements are complete and communicate deficiencies and remedies to the applicant.
- Organize, track and monitor work in an efficient and effective manner.
- Develop and use knowledge of the routine requirements of the City's planning, engineering, public works, fire, utilities, water and wastewater departments for assessing applications for new construction, alterations and tenant improvements.
- Elicit cooperation, mediate conflicts, and engage in considerable amount of public contact in explaining the permit process, department policy, and enforcement in a calm, tactful and courteous manner.
- Assist in the accurate and consistent maintenance of records.
- Effectively and tactfully communicate in both verbal and written form with customers involved with building construction, particularly contractors, architects, developers, engineers and property owners.
- Establish and maintain records and prepare clear and concise reports related to assignment that include statistical and narrative elements.
- Evaluate and recommend systems improvements and procedures related to permit processing.
- Perform calculations quickly and accurately.
- Read, analyze and interpret building plans and supporting documentation accurately to determine the appropriate review process and plan distribution to City departments.
- Enforce provisions of applicable Department policies, building codes, ordinances, and regulations enforced by the City.

TYPICAL QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

EXHIBIT 1

Two years college level studies in construction management, engineering, architecture, planning or a related field;

and

Two years of progressively responsible experience as a customer service representative, permit technician, building inspector or similar position in a code enforcement agency or public contact position,

or

An equivalent combination of education and experience with a minimum of a high school diploma or GED and relevant experience.

LICENSE/CERTIFICATION REQUIRED:

Possession of a valid Class C driver's license and a satisfactory driving record.

and

Certification as a Residential or Commercial Building Inspector by the International Code Council or the ability to obtain certification within one year of hire.

LICENSE/CERTIFICATION DESIRED:

Certification as a Certified Access Specialist (CASP) by the State of California Division of the State Architect

and/or

Professional licensure as a California Architect, Civil Engineer or Structural Engineer.

and/or

Certification as a Permit Technician by the International Code Council

SUPPLEMENTAL INFORMATION:

PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS: *The conditions herein 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.*

Physical: Strength Category: Light-exert force of 20 pounds occasionally, up to 10 pounds constantly to lift, carry, push, pull or move objects. Frequent walking, standing, bending, stooping and sitting. Occasional fingering, typing, crouching, climbing stairs, ladders and scaffolding, reaching at, above, and below shoulder level, extending neck upward, downward and side-to-side, pushing, pulling, and twisting at the waist. On rare occasion crawls, kneels, handles, grips and grasps. **Vision:** visual acuity sufficient to perform the essential functions of the position. **Hearing:** effectively hear/comprehend oral instructions and communication.

Mental/Psychological: Work cooperatively and interact appropriately with those contacted

EXHIBIT 1

in the course of work, including the general public, without exhibiting extreme responses; respond appropriately to criticism from supervisor; read/comprehend complex material; utilize complex math skills; utilize complex writing skills; understand, remember and carry out complex, detailed job instructions; communicate effectively orally and in writing; respond quickly to changing priorities; work under pressure; and work within deadlines.

ENVIRONMENTAL CONDITIONS: Works outdoors occasionally and indoors frequently. Frequently works alone, occasionally works with others. Noise level in the work environment is usually quiet in the office, and moderate to loud in the field. Frequently exposed to slippery or uneven walking surfaces, and drives City vehicle. Use of computer, working at unprotected heights, around machinery, and exposure to dust and fumes. On rare occasion exposed to gases and odors, excessive noises, electrical energy, solvents, grease or oil, flames/smoke, and extreme temperatures.