

**City of San Rafael  
Job Class Specification**

## **Job Title: Senior Building Technician**

### **SUMMARY**

Under direction performs a variety of paraprofessional duties at the front counter work in a Building Inspection office.

### **DISTINGUISHING CHARACTERISTICS:**

This is the full journey level class within the Building Technician series and is more paraprofessional than technical or professional. Employees within this class are distinguished from the Building Technician by the performance of the full range of duties, and by significant interaction with builders and with other paraprofessionals and professionals. Employees at this level operate with much independence, and are fully aware of the operating procedures and policies of the work unit. This job class series is distinguished from the Building Inspector job class series less by the extent of the code knowledge than by no responsibility for field inspections. This position requires the ICBO Building Technician certificate.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Issues the appropriate building permit application forms at the front counter.
- Accepts subdivision maps and plans for checking and processing by appropriate personnel.
- Checks permit applications for completeness and accuracy; and logs and routes all permit applications and subdivision submittals for processing.
- Issues permits where evaluation is required.
- Determines and collects fees for permits and other review and regulatory services.
- Provides information, answers questions to the public regarding departmental policies and procedures pertaining to permits.
- Maintains statistical information pertaining to applications and fees collected.
- Creates and maintain files for all applications after determining the general completeness of the submittals.
- Coordinate activities with other City departments.
- Maintains and manages an inventory of forms, applications and office supplies.
- Performs related duties as required.

### **Knowledge of:**

- Office and clerical procedures
- Applied mathematics used in and engineering
- Federal, State and Municipal Codes, ordinances and regulations relating to building construction  
Building construction safety standards
- Principles and techniques of building inspection
- Safety standards and methods of construction commonly occurring within the community
- Building codes and ordinances including Uniform Codes, and zoning ordinances.

### **Ability to:**

- Interpret complex maps and plans
- Explain building and/or land development procedures and building related codes and ordinances  
Organize and maintain files and statistical report logs
- Work effectively with the general public people involved with building construction

- Operate a variety of office equipment including PC and related software
- Type at required speed
- Perform arithmetic calculations quickly and accurately
- Provide guidance to applicants in basic building code requirements.

### **EDUCATION AND EXPERIENCE REQUIREMENTS:**

Education - Equivalent to AA degree and current ICBO Certification for Building Technician.

Experience - Three (3) years of full time work experience at or equivalent to the Building Technician I in the City of San Rafael.

### **LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **PHYSICAL DEMANDS:**

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

FLSA Status: Nonexempt  
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