

**City of San Rafael  
Job Class Specification**

## **Job Title: Building Technician**

### **SUMMARY**

Under direction performs a variety of technical duties associated with front counter work in a Building Inspection office; and perform related duties as required.

### **DISTINGUISHING CHARACTERISTICS:**

This class is distinguished from the Senior Building Technician by the performance of the more routine tasks and duties assigned to positions within the series including, acceptance, routing and tracking of building and land development applications, computer data entry, research and maintenance of files, preparation of statistical reports, and response to public questions regarding permit submittal requirements. This is not a flex class with the Senior Technician.

Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

### **ESSENTIAL AND IMPORTANT DUTIES:**

- Issues the appropriate building permit application forms at the front counter.
- Checks permit applications for completeness and accuracy; and logs and routes all permit applications and subdivision submittals for processing.
- Issues minor permits where professional evaluation is not required.
- Determines and collects fees for permits and other review and regulatory services.
- Provides information, and answers questions to the public regarding departmental policies and procedures pertaining to permits.
- Maintains and manages an inventory of forms, applications and office supplies.
- Performs related duties as required.

### **KNOWLEDGE OF:**

- Basic office and clerical procedures.
- Simple accounting procedures.
- Basic applied mathematics.

### **ABILITY TO:**

- Ability to read and interpret simple maps and plans.
- Learn building and/or land development procedures and building related codes and ordinances enforced by the City, including the Uniform Building, Electrical, Plumbing, Mechanical Codes and zoning codes.
- Organize and maintain files and statistical report logs.
- Work and communicate effectively and efficiently with the general public, people involved with building construction, particularly contractors, architects, developers, engineers, and property owners and other employers.
- Operate a variety of office equipment.
- Type at required speed.
- Perform calculations quickly and accurately.

## **EDUCATION AND EXPERIENCE REQUIREMENTS:**

Graduation for an accredited high school or its equivalent. Two (2) years of full time work experience in position contact with the general public.

## **LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

## **MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## **REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

## **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; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 10 pounds and frequently 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  
Prepared By: Nash and Company  
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