



CITY OF BANNING, CALIFORNIA

Building Permit Specialist

Job Code: 3240

FLSA

[] Exempt

[x] Non-Exempt

JOB DEFINITION: Under general supervision, performs a variety of duties associated with the issuance of building permits.

ESSENTIAL FUNCTIONS: *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES: Acts as liaison to customers and City departments involved in the development process. Collects appropriate forms needed for permit process. Issues invoices for fees required for permits. Ensures fees are collected prior to final approval of building permits.

Processes building permits. Enters permit data into system. Prints permit forms and gathers necessary signatures. Schedules inspections. Ensures completion of permit documentation. Contacts customers to inform them of approved permits.

Provides information to customers regarding the requirements needed to receive a building permit in the City. Informs customers of available lots and zoning and compliance issues. Explains and answers questions relating to the permit process.

Performs other duties as assigned or required.

KNOWLEDGE and SKILLS:

- Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of file and records management principles.
- Knowledge of customer service techniques and concepts.
- Knowledge of basic mathematical computations.

- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer utilizing a variety of software applications.

MINIMUM QUALIFICATIONS: A high school diploma or GED **AND** one (1) year of customer service experience.

ADDITIONAL REQUIREMENTS: None.