



**CITY OF HAWTHORNE**  
**HUMAN RESOURCES DEPARTMENT**  
**BUILDING PERMIT TECHNICIAN**

Classification Specification  
(Classified)

**JOB SUMMARY**

The Building Permit Technician works under the general supervision of the Director of Building and Safety or designee. Under direction performs a variety of clerical and administrative functions; provides information regarding uniform building codes, zoning and ordinances; reviews and approves building permit applications; issues permits; prepares reports and maintains records; and does related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following is a list of typical duties assigned to the Building Permit Technician. The duties included on this list are examples and are not intended to be all-inclusive or restrictive:

1. Answers telephone inquiries and/or complaints and greets customers at the public counter;
2. Provides information on uniform building codes, zoning, ordinances, and building permit procedures over the phone or at the public counter;
3. Receives and reviews for completion building and plan check applications to ensure compliance with applicable building, plumbing, electrical codes, zoning, ordinances, and other regulations;
4. Verifies State contractors' licenses, business licenses, and certificates of insurance for contractors working in the City;
5. Receives and processes permit applications and plans for approval;
6. Notifies applicants when plans are ready for corrections or when permits are ready to be issued;
7. Counts, receipts and posts all money received over the counter and through the mail, and reconciles daily cash;
8. Coordinates the distribution of plans and applications to the appropriate City Department and staff;
9. Maintains records of applications received and number of permits issued;
10. Compiles and prepares comprehensive monthly reports indicating permits issued and the number of new residences and buildings constructed;
11. Develops and maintains general building information data for public assistance;
12. Establishes and maintains complex automated and manual filing systems;
13. Processes bills for payment;
14. Orders and maintains inventory of office supplies for the department;
15. posts agendas for meetings;
16. Acts as receptionist and makes appointments;
17. Schedules and coordinates building inspections;

18. Communicates clearly and concisely using proper English language and phraseology, both orally and in writing;
19. Performs other duties as required and necessary.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education, Training and Experience**

20. Graduation from high school or GED; and
21. Two (2) years recent full-time technician-level experience performing related duties; OR
22. Any combination of education and experience that demonstrates the ability to perform the required duties for this position.

### **Knowledge and Abilities**

1. Working knowledge of operation of modern office equipment, practices and procedures, including automated and manual filing methods;
2. Knowledge and proper usage of the English language and phraseology;
3. Knowledge of principles and practices of permit application review and approval;
4. Knowledge of policies, procedures, rules and regulations;
5. Knowledge of uniform building codes, ordinances, zoning and regulations;
6. Knowledge of permit issuance requirements;
7. Knowledge of principles of basic report preparation;
8. Knowledge of methods and techniques of customer service;
9. Working knowledge and ability to proficiently use various computer software programs, such as spreadsheets and word processing;
10. Ability to maintain accurate and detailed records;
11. Ability to perform basic mathematical computations to calculate appropriate fees, taxes, and building valuations;
12. Ability to review permit applications;
13. Ability to interpret and apply applicable uniform building codes, ordinances, and regulations;
14. Ability to work effectively and productively with the public at the counter and over the telephone;
15. Opens and routes mail;
16. Ability to communicate effectively and concisely both verbally and in writing;
17. Develops and maintains cooperative working relationships with the general public, other agencies and City staff; and
18. Ability to type 50 WPM.

### **License**

A valid California motor vehicle operator's license is required.

## **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. While performing the required duties of this job, the employee is required to sit for up to two hours, talk, hear, stoop, and walk; reach with hands and arms, use hands to finger, handle, operate objects, tools, or controls. The employee may lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet to moderate.