

BUILDING PERMIT SUPERVISOR

Definition:

Under general direction organizes, coordinates and supervises the services and activities of the Building and Safety Division in the Community Development Department; performs a variety of highly complex and difficult building-related permits and plans; supervises assigned staff; and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Manages the activities of the permit counter.

Supervises, trains, evaluates and provides direction to assigned staff; participates in the selection of assigned staff.

Participates in the development of division priorities, programs and objectives.

Participates in the evaluation of and makes recommendations regarding applicable software programs and provides training.

Researches, compiles, organizes, and interprets data for management review.

Composes and issues correspondence and prepares a variety of reports independently.

Consults and confers with applicants on complex problems, complaints and inquiries.

Coordinates work projects with other divisions and departments as applicable.

Maintains permit records, permit applications and drawings for active plan checks in an organized manner.

Inputs and follow-ups on stop work orders and complaints.

May prepare and/or present agenda items, staff reports or presentations related to Code Enforcement activities to the City Council.

May assist with the preparation of the division budget, monitor expenditures of funds and approve expenditures as appropriate.

Operates a personal computer and uses applicable software to produce a variety of reports and correspondence.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Class Characteristics:

Building Permit Supervisor is a single incumbent supervisory position in the Community Development Department with responsibility for the safe, efficient and effective operation and administration of the Building and Safety Division.

Contacts and Relationships:

The Building Permit Supervisor establishes and maintains contact with staff in the Community Development Department and staff in other City departments. Additional contact will occur with a variety of individuals to include architects, engineers, builders, contractors, developers and public/private representatives. Substantial contact is made with the public, requiring diplomacy and tact when dealing with permit violations and policies. Other contact is established and maintained with other governmental agencies involved in the issuance of building permits.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Basic principles of building related codes and ordinances enforceable by the City, including the Uniform Building, Electrical, Plumbing and Mechanical Codes.

Applicable Federal and State laws, regulations and codes, as well as municipal codes and ordinances governing construction standards and building permitting practices.

Building construction methods, practices, techniques, and materials.

Basic business math.

Effective supervisory techniques including basic principles of training.

Principles, practices, methods, and procedures of data collection and research techniques.

English usage, spelling, grammar, and punctuation.

Negotiating and conflict resolution techniques.

Public relations and customer service techniques.

Budgeting methods and procedures.

Computer applications related to area assigned.

AND

Ability to:

Interpret building policies and procedures to the public.

Read and interpret building plans, construction blueprints, specifications and building codes.

Apply applicable laws and regulations.

Make accurate mathematical computations.

Perform a variety of difficult and complex tasks related to building permits independently.

Perform research and analysis, make recommendations, and produce accurate reports.

Adhere to deadlines and handle multiple projects.

Exercise tact, courtesy, and diplomacy in understanding problems, explaining regulations, and recommending solutions.

Train assigned staff and plan, organize, schedule, and supervise their work.

Understand and carry out oral and written instructions and use independent judgment and initiative; make sound decisions in accordance with established procedures and policies.

Establish and maintain effective relationships with those contacted in the course of work.

Communicate effectively orally and in writing.

Meet the public with courtesy and tact.

Operate a personal computer and use applicable software.

A typical way to obtain the knowledge and abilities is as follows:

Education:

An Associates Degree or two years of study towards a Bachelors Degree from an accredited college or university in planning, building construction, engineering, public administration or a related field.

AND

Experience:

Four years of progressively responsible professional experience in the processing and review of building plans and permit applications to include two years of lead experience.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule to accommodate City needs.

The City of Fullerton's Conflict of Interest Code requires that the Building Permit Supervisor file financial disclosure statements in accordance with state and local laws.

Per California Government Code §§3100 – 3109, all public employees are declared to be disaster service workers and must take and subscribe to the oath or affirmation as required.

Other:

Designation as a certified Permit Technician or Plan Examiner by the International Code Council (ICC).

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office and/or public/front counter environment and requires sitting and/or standing for prolonged periods of time and using a computer keyboard and screen. The incumbent deals face-to-face with the public in situations which can be stressful and grasps, walks, kneels, crouches and twists. The incumbent climbs ladders to access plans, reaches, bends, moves boxes of files and other items weighing 30 pounds or less and must be able to meet the physical requirements of the class and have mobility, vision, hearing, and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt – Administrative/Professional.

Established April 2015