

City of Imperial Beach
POSITION DESCRIPTION

Title: Building & Planning Technician
Department: Community Development
Division: Building

GENERAL PURPOSE

Under general supervision, to assist in the review and inspection of building, construction, housing and zoning for compliance with appropriate codes; to assist in assigned departmental activities related to maintenance and enforcement of those codes involving zoning ordinance interpretation, assisting in the processing of development proposals and code enforcement; to provide basic building and planning department information at the public counter; to inspect new building, housing, dwellings, public rental units and mobilehome parks to determine conformance with applicable codes and regulations; and to do related work as required.

SUPERVISION RECEIVED

Works under the direct supervisor assigned by the Department Head.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Explains zoning and building regulations to the public; responds to public inquiry; reviews and receives building permits; investigates complaints of ordinance violations and prepares letters regarding such complaints, conducts field research, Conducts inspections; prepares related reports and summary findings; assists in and performs inspection of all type building, housing, and similar structures that are being constructed and make sure that the work being done complies with provisions bo building, plumbing, electrical, mechanical codes and the Zoning ordinance.

PERIPHERAL DUTIES

Operates a vehicle to perform inspections.

DESIRED MINIMUM QUALIFICATIONS

Education & Experience

Enrollment in an approved college/university program with coursework in the area of assignment, or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

KNOWLEDGE OF

Working knowledge of customer service principles; modern office procedures, methods, and equipment; Municipal building principals; research methods; mathematical concepts; building terminology; methods,

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materials, practices and techniques; applicable Federal, State, and Local laws, ordinances, codes, rules and regulations.

ABILITY TO

Ability to assist customers with building and planning issues at the front counter and over the telephone; reviewing applications and submitted plans for building permits; compiling research; reviewing project Conditions of Approval for compliance prior to issuing Final Map or Building Permits; scheduling intakes for permits, reviews, plan submittals, and other related information.

TOOLS AND EQUIPMENT

Phones; mainframe computer terminal; personal computer including Microsoft or word, excel & power point software; copy machine; postage machine; fax machine; calculator.

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 frequently required to stand; walk; use hands to finger, handle, feel or operate objects; tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those of 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 quiet.