

BUILDING PLANS TECHNICIAN

DEFINITION:

Under direction, to review plans for completeness, ensure compliance with minor codes, calculate fees, and track/route plans and permits.

DISTINGUISHING CHARACTERISTICS:

This is a stand-alone classification. The Building Plans Technician is distinguished from other classes by its responsibility for providing technical support in the area of permitting/plan review. Some positions may include field inspections and investigations to determine compliance with applicable codes.

ESSENTIAL FUNCTIONS:

- Calculates estimates for building permit fees; issues permits.
- Reviews residential and minor commercial plans for approval, ensuring plans meet code requirements; reviews sprinkler plans.
- Identifies problems in plans and assists in finding solutions.
- Provides information and responds to routine questions regarding building code and permitting processes.
- Tracks and routes plans and permits during the permitting process.
- Processes submittals for projects.
- Maintains records/plans to include filing permits and plans and maintaining databases.
- Updates maintenance maps.
- Provides counter assistance in responding to questions.

OTHER FUNCTIONS:

- Performs other duties of similar nature or level as required.

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.

EMPLOYMENT STANDARDS:

High School Diploma, G.E.D. or equivalent, and one year of construction, plan preparation, interpretation of construction plans or drafting experience; or, an equivalent combination of education and experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.

Additional Requirements:

Possession of a valid California Driver's License may be required.

Knowledge of: basic mathematical calculations; building codes; construction trades; and, related rules and regulations.

Skill in: reading plans and blueprints; using computers and applicable computer programs; using a scale; performing basic mathematical calculations; reading and interpreting codes; locating code requirements; and, communicating both orally and in writing sufficient to exchange or convey information and to receive work direction.

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