CITY OF LOS BANOS
Job Description

POSITION TITLE	BUILDING TECHNICIAN
DEPARTMENT	COMMUNITY & ECONOMIC DEVELOPMENT
EMPLOYMENT CATEGORY	REGULAR
EMPLOYMENT LEVEL	STAFF

DEFINITION

To perform a variety of technical, administrative, and clerical duties in support of the Building Division; provide assistance to the public and building development customers in the issuance of permits, inspections, codes, building requirements, and fees; coordinate and assist with plan reviews, and providing general staff support in the compliance of building inspection and code compliance activities.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Building Official, and general direction from the Community and Economic Development Director. May provide functional supervision for the purpose of accomplishing projects.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Reliable and dependable attendance and punctuality.
- Provide technical assistance to the public, contractors, architects, engineers, developers, and other agencies regarding building permit application requirements, applicable fees, inspections, codes, building requirements, and project status.
- Receive, review, and process building permit applications for completeness; accuracy, and compliance with code, regulation and procedures; advise public on necessary corrections for acceptance of plan submittals
- Process permits for residential, commercial, industrial, and public facility projects; enter permit data into permitting software databases.
- Provide information regarding zoning, development standards, and permit requirements within established guidelines.
- Monitor permit status and ensure timely processing of applications. Prepare and issue permits, receipts, notices, correction letters, certificates, and other documents related to building activities.
- Schedule building inspections and coordinate inspection activities with field staff.
- Coordinate plan review submittals and communicate with contract plan review consultants and City departments; under direction perform routine, minor, and apprentice level plan reviews.
- Assist in reviewing plans and construction documents for completeness and conformance with applicable building, plumbing, electrical, mechanical, energy, accessibility, and local codes.
- Calculate and collect permit fees in accordance with adopted fee schedules.

- Maintain and update physical and electronic building permit files, plans, inspection records, and related documents.
- Research property records, permit histories, and project files.
- Assist in the preparation of reports, correspondence, and regulatory filings.
- Coordinate with Planning, Public Works, Fire, and other departments to facilitate project review and approval.
- Assist with code compliance and enforcement documentation, notices, and record keeping.
- Maintain records required for state and local reporting requirements.
- Compile and prepare statistical reports and compile data related to permits, inspections, and construction activity.
- Build and maintain positive working relationships with co-workers, other City employees, contractors, developers, and the public using principles of good customer service.
- Perform other related duties as assigned.

Knowledge of:

- Principles and practices of building permit processing procedures and construction terminology.
- Operations, procedures, policies and precedents of the City and the development review process.
- Principles, practices, and accepted safety standards and methods of building construction.
- California and municipal building codes, ordinances, and regulations.
- Principles and techniques of plans examination work.
- Principles and practices of record keeping and records management.
- Permit tracking software, database systems, and electronic document management systems.
- Basic mathematics and fee calculation methods.
- English usage, spelling, punctuation, grammar, and business correspondence.
- Principles and practices of effective customer service.
- Municipal government operations and interdepartmental coordination.
- Methods and techniques of problem-solving, dispute resolution, and customer service.
- Modern office procedures, methods, and computer equipment.

Ability to:

- Work independently with limited supervision and perform duties in a responsible and professional manner.
- Learn applicable federal, state, and local laws, regulations, and ordinances related to building activities.
- Interpret and explain building codes, regulations, policies, and procedures to the public and other stakeholders.
- Accurately read and interpret maps, blueprints, specifications, regulations, building code, ordinances, and building and planning plans. Communicate clearly and concisely both orally and in writing.

- Maintain accurate records and prepare reports.
- Operate standard office equipment and computer software applications.
- Organize, prioritize, and manage multiple projects and deadlines.
- Understand and follow oral and written instructions.
- Exercise sound judgment and maintain confidentiality when appropriate.
- Handle difficult situations professionally and effectively.
- Establish and maintain effective working relationships with the public, contractors, consultants, and employees.
- On a continuous basis, sit at desk and/or stand at counter for long periods of time; intermittently twist to reach supplies and documents surrounding desk; perform simple grasping and fine manipulation; use telephone, write and use a keyboard to communicate through written means; and intermittently carry weight of 25 pounds or less. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

MINIMUM QUALIFICATIONS

- Must be at least eighteen (18) years of age at the time of application.
- Equivalent to completion of the twelfth grade.
- Possession and maintenance of a valid California driver's license, or the ability to arrange reliable and timely transportation through private or public transportation for attendance at work, off-site work, events, and training.
- Two (2) years of increasingly responsible administrative, permit processing, construction, planning, engineering, building inspection support, and customer service experience.
- Possession of, or ability to obtain within one year, an International Code Council (ICC) Permit Technician Certification.

DESIRED QUALIFICATIONS

- College coursework in construction technology, architecture, engineering, public administration, or a related field.
- Experience in a municipal Building or Planning Division.
- Familiarity with California Building Standards Codes (Title 24).
- Bilingual Spanish ability.

07/2026