City of Montebello

EMPLOYMENT OPPORTUNITY

1600 West Beverly Boulevard
Montebello, California 90640
Job Line (323) 887-1380

BUILDING PERMIT TECHNICIAN

(Classified, Non-Exempt Position – Open Recruitment)

LAST DATE TO APPLY: **OPEN UNTIL FILLED.** City Application required at time of filing. No postmarks, or resumes in lieu of City applications will be accepted.

SALARY RANGE: **$2602 - $2732 - $2869 - $3012 - $3163 - $3321 per month.**

THE POSITION

Under general supervision to accept, process and review building permit applications to determine the completeness of necessary documents and general compliance with building codes and other local state and federal requirements; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

An incumbent is expected to greet the public and provide customer services in a friendly and professional manner. Provides assistance and information related to permits and building codes. Must be able to efficiently coordinate several assignments at a time.

SPECIAL REQUIREMENT

Must possess a valid California driver's license.

EMPLOYMENT STANDARDS

Education: Technical or college coursework in architecture and/or formal education in Uniform Building Codes at an accredited school is desired.

Experience: One year experience issuing permits by computer, in compliance with building, electrical, mechanical, and plumbing codes and/or one or more years working in one of the principal trades (building, electrical, plumbing or mechanical).

Knowledge of: Basic building, electrical, mechanical, and plumbing codes; basic knowledge of methods, materials and techniques involved in building construction, repair and alteration; basic knowledge of possible defects and flaws in building construction and effective corrective measures; knowledge of regulations and laws related to building construction, zoning and state mandated requirements; and automated equipment and applications software related to the issuance of permits.

Ability to: Read and interpret plans; perform entry level building inspections examining workmanship and material to determine deviations from plans, regulations, and standard construction practice and record findings; detect and locate defective workmanship and materials and to ascertain the stage of construction when defects are most easily found and remedied; understand and work from plans, drawings and diagrams; perform simple arithmetic with a calculator and operate a computer; interpret and explain a variety of laws, rules and regulations; effectively represent the building permit function with concerned individuals, community organizations, and other governmental agencies; establish and maintain cooperative working relationships; and communicate effectively, orally and in writing.

M/F/D The City of Montebello is an equal opportunity employer and does not discriminate on the basis of disability. Individuals with disabilities that require accommodation in the application or testing process, may be required to provide the Employee Relations Department, **no later than the filing date,** with documentation regarding the need for accommodation.

EMPLOYMENT WITH THE CITY OF MONTEBELLO OFFERS:
SECURITY OPPORTUNITY FOR PROMOTION A GOOD PLACE TO WORK

BENEFITS

- Four-day, 36-hour workweek
- Medical, dental, and vision insurance
- 11 Medical plans available, most with full family coverage
- Or in lieu of coverage, $350 per month medical incentive plan available
- $30,000 term life insurance
- $30,000 ADD insurance
- Bilingual pay of $70 per month
- Annual Leave Plan (starting at 232 hours per year of combined vacation, holiday and sick time)
- 12 holidays in 2014 (varies each year)
- 30 hours bereavement leave
- Long-term disability program
- PERS Retirement membership plus Social Security
- Classic CalPERS Members: the City pays 5% of the members 8% contribution toward 2.7% @ 55 retirement formula, employees pay 3%
- New CalPERS members: employees pay 6.25% toward 2% @ 62 retirement formula
- Deferred compensation plan
- Up to $1,500 per year tuition reimbursement
- Credit union privileges

GENERAL INFORMATION FOR ALL APPLCANTS

The term "recent," when used in the requirements refers to training and/or experience obtained within the ten-year period immediately prior to the filing deadline. Applications can be considered only if they clearly indicate that the minimum requirements are met. All applications accepted are subject to further review and verification and may be rejected at any time if the published requirements for admission to the examination are not met. All applicants will be notified in writing as to the results of this review. Admission to an examination does not ensure that a passing grade will be received on any part of the examination. All applicants will be notified in writing of their final status once the examination process is completed.

CERTIFICATION

An eligibility list of those successfully passing an examination(s) will be established and certified either by the Civil Service Commission of the City of Montebello (classified positions) or by the Personnel Director (unclassified positions) to be valid for a period of one year from date of certification. The five (5) highest eligible on the list will be furnished to the Appointing Authority where the vacancy exists. The Appointing Authority will then make the selection from those eligible to fill the position. In cases where more than one position is to be filled in any class in a department at the same time, the number of names furnished shall be five (5) plus two (2) names for each additional position. A candidate will be disqualified from appointment to a position requiring direct supervision by a relative or where a conflict of interest may occur.

CIVIL SERVICE

All City employees are required to perform assigned Civil Defense duties in the event of an emergency or disaster.

NOTE: The City has implemented a direct deposit system for payroll. All new employees are required to have a qualified bank or credit union checking or savings account, which will accept the automatic deposit.

The provisions of this bulletin do not constitute a contract expressed or implied
and any provisions contained in this bulletin may be modified or revoked without notice

City Of Montebello
Human Resources Department
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