

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PERMIT AND PLAN CHECK SUPERVISOR

PERSONNEL COMMISSION APPROVAL: (Revised)
COUNCIL APPROVAL: SEPTEMBER 5, 2006

JOB CODE: 0209
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEO
FLSA STATUS: EXEMPT
EEOC CODE: PROFESSIONALS

JOB SUMMARY

Under general direction, plans and supervises the work and activities of the Permit Center within the Community Development Department.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Building Manager
Supervises: Permit Technician, Senior Permit Technician, Assistant Planner, administrative support staff

DISTINGUISHING CHARACTERISTICS

The Permit and Plan Check Supervisor is responsible for exercising supervisory authority over the Permit Center and permit and plan check counter staff, which includes permit technicians, planners and administrative personnel.

EXAMPLES OF ESSENTIAL DUTIES

- Supervises plan check and permitting activities; selects, trains and evaluates staff
- Assists in the development of division goals and objectives
- Tracks, monitors and coordinates plan check activities to improve the permitting process;
- Implements and recommends division policies and procedures for the coordination of plan check activities with planning, inspection, code enforcement and other divisions, departments and outside agencies.
- Assists staff with complex work and resolves conflicts, disputes and problems between City staff and the public or outside agencies; acts as ombudsperson for issues related to planning applications, building permits and plan check
- Checks plans and specifications of buildings and structures for compliance with adopted zoning, municipal, building codes and related construction codes and legislation
- Consults with architects, engineers, contractors and owners on matters such as design, engineering and regulations governing building plans

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- Analyzes building designs to ensure basic architectural and engineering principles have been met, proper materials have been selected, and disability and energy regulations have been met
- Develops and maintains all building reporting systems to meet outside agency requirements; oversees the maintenance of construction records
- Researches collects and analyzes data
- Analyzes and recommends system improvements
- Continuously updates knowledge of relevant legislation regarding permit processing and various building and construction codes
- Provides service to customers at the counter
- Handles difficult permits; performs plan reviews to ensure compliance with codes and regulations
- Writes reports, letters and memos
- Enters, stores and retrieves data on a computer
- Represents the department in staff meetings
- Reports to work as scheduled; works a variety of schedules including evenings, weekends, and holidays as required
- Performs related duties as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Federal, state, and local laws, rules and regulations pertaining to planning and building plan checking and permit issuance
- Building construction methods and materials
- Building Codes, including accessibility and energy regulations and other related legislation
- Principles and practices of supervision and conflict resolution techniques
- Business equipment and related software
- Quality customer service principles and practices
- Administrative management principles and techniques, including budgeting, organizational planning, workplace safety, staff training and development
- Zoning regulations
- California code and local laws relating to building construction
- Proper inspection methods
- Procedures involved in the enforcement of codes and ordinances
- Methods and techniques applied to the design and construction of residential, commercial and industrial buildings
- Safety standards and methods of building construction

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Ability to:

- Plan, organize, and monitor the work of Permit Center staff
- Read, interpret and analyze construction plans, blueprints, manuals and specifications
- Calculate basic engineering computations
- Develop, maintain and follow department processes and regulations
- Supervise, train, and evaluate staff
- Communicate effectively orally and in writing
- Write reports; recommendations, correspondence and specifications
- Ensure safety and professional work standards are met
- Establish and maintain effective working relationships with those contacted during the course of work
- Deliver quality customer service
- Work independently and as a part of a team
- Exercise judgment and creativity in analyzing situations, identifying problems and recommending resolutions
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and personnel policies and procedures

Education: Bachelor's degree from an accredited college or university in a related field.

Experience: Five (5) years' experience issuing permits and/or plan checking, including two (2) years' experience in a supervisory or lead capacity.

License/Certificate:

- Possession of a valid California Class C driver license with an acceptable driving record required by time of appointment and throughout employment.
- Must possess and maintain current Certification as a Residential Plans Examiner from the International Code Council (ICC) or California Building Officials (CALBO). Certifications by other approved model code organizations in the categories indicated may be accepted if determined to be equivalent.

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

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Work is performed indoors in a general office environment. The incumbent sits for prolonged periods of time; stands and walks to retrieve work files or to other departments or office locations; leans, bends and stoops to perform work behind a desk or to retrieve information; pushes, turns or twists to move chair or body from desk; reaches to place or retrieve files or open file drawers or cabinets; light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard; and hearing and speaking abilities to answer the telephone or answer questions of other staff members or the general public. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Rev December 2021/pa