

# FRONT COUNTER TECHNICIAN



## **Description:**

Under the general direction of the Fire Prevention Supervisor, is responsible for issuing construction permits, calculating permit and plan check fees; evaluating and verifying all required approvals; maintaining accurate computer records on various permits; receiving requests for inspections; answering telephones and assisting callers with application, permit and technical questions and concerns, and research planning data; performs other duties as required.

## **Distinguishing Characteristics:**

Positions in this class have extensive knowledge and familiarity with local county and state fire codes and regulations. Positions review plot plans related to projects and coordinate and facilitate high paced work environments related to construction projects.

## **Duties may include, but are not limited to:**

1. Reviews development and construction plans for completeness, accuracy, and conformance to regulations; completes initial processing of applications and calculates fees.
2. Receives, logs, routes, tracks and maintains accurate computer records on various permit types being processed.
3. Performs routine conditioning of Single Family Residences.
4. Informs developers, contractors, builders and the public on matters pertaining to construction plan, and plot plan requirements.
5. Researches legal descriptions, property ownership and history using maps, computer, and assessor's records.
6. Researches ISO ratings.
7. Researches, compiles and correlates data.
8. Consults with applicants and experts to obtain information necessary for the planning and engineering process.
9. Maintains permit forms and handout material related to permit requirements
10. Participates, under the direction of a Fire Prevention Specialist or Supervisor, in the planning process, including reviewing agendas, typing all correspondence and preparing documents for file.
11. Attends training with other departmental personnel in their area of expertise.
12. Prepares reports, correspondence, and narrative drafts for project proposals.
13. Provides coverage for vacation or temporary relief as required.
14. Provides other duties as required.

**Typical Qualifications:**

One (1) year of full-time work experience processing fire or construction permit applications or special/ temporary use permits associated with code enforcement and explaining related regulations and requirements to the public.

**Conditions of Employment:**

Travel within and outside the County may be required. A valid California Driver's License and proof of automobile liability insurance must be provided at time of hire and maintained throughout employment.

**Health and Physical Condition:**

Persons seeking appointment to this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties established by the San Bernardino County Fire Department.

**The statements in this class specification are intended to describe the general nature and level of work being performed by incumbents assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, qualifications and skills required of personnel so classified.**

**Job Code:** 43096

**Salary Range:** N27

**Representation Unit:** Non-Represented

**Last Updated:** 5/20/10