

# Foster City is a Great Place to Live, Work and Play!

## BUILDING PERMIT TECHNICIAN



### HISTORY

Incorporated in 1971 and named after real estate tycoon and visionary, T. Jack Foster, Foster City is a one-of-its-kind master planned community that rose out of the reclaimed marshlands of the San Francisco Bay. The original Master Plan envisioned a self-contained community with a variety of housing types, neighborhood shopping centers, waterfront lots and parks, and other commercial & industrial uses.

### THE ORGANIZATION

Foster City is a General Law City and operates under the Council-Manager form of government. The five members of the City Council/EMID Board are elected to four-year terms. The City Manager is appointed by the City Council/EMID Board and serves as the chief executive of the municipal organization. Foster City is a full-service city with a total 2024-2025 budget of \$142.8 million. Projected staffing includes 179 FTEs.

### MISSION

The mission of the City of Foster City is to deliver services, invest in quality infrastructure and implement policies that prioritize public safety, smart planning, a vibrant economy, fiscal stability, community connections, and a sustainable environment. In pursuit of this mission, we use community engagement and data to make decisions and measure progress based on economic, social, and environmental factors.

### THE DEPARTMENT



### COMMUNITY DEVELOPMENT DEPARTMENT

The [Community Development Department](#) is committed to planning, improving and maintaining the quality of life and public safety in the City consistent with the Goals and Policies established by the City Council in the General Plan and other related City ordinances and regulations consistent with the City's heritage as a Master Planned community. The department is organized in two divisions, Planning/Code Enforcement and Building Inspection.

## THE POSITION

A candidate in this position will accept plans and related documents for plan check; assist applicant in completing permit application and process permit fee for plan check. Route plans and monitor progress as well as respond to customer questions related to plans. Also, approve and issue less complicated non-structural plan check over the counter.

Other duties include processing refund requests, log and process complaints and operate computerized Information Systems.



## IDEAL CANDIDATE

The ideal candidate will have knowledge of architectural drawing convention and what comprises a complete set of plans; processes and procedures associated with construction permits; records management practices; general office operations; familiarity with building code and construction terminology.

The ideal candidate will have the ability to understand general information presented on construction plans; understand and effectively explain city ordinances, regulations, and procedures; maintain records neatly and accurately; interact competently and courteously with the public; effectively communicate verbally and in written format; listen attentively and patiently to what is being proposed; be respectful to staff; and approachable and willing to work toward solutions.

*Annual Compensation*

*\$76,137.78-\$92,545.65*

## EDUCATION & TRAINING

Any combination equivalent to experience and education that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way would be:

**Education:** High school diploma or equivalent is required. An associate degree or completion of technical courses in building codes or inspection principles or techniques is desirable. ICBO Permit Technician Certification is highly desirable.

**Experience:** Two (2) years experience working in a building or planning department, with six (6) months to one (1) year of experience in computerized building permit applications processing.

**Certificates:** ICBO Permit Technician Certification is required within the first full year of employment with the City in this position.

**For knowledge, skills, and abilities, review the [Building Permit Technician](#) job description.**

## BENEFITS

The City of Foster City provides a superior benefits program which includes:

**Retirement Plan:** Participation in CalPERS in the 2% @ 62 retirement plan for new members and 2.7% @ 55 for classic members.

**Leaves:** 12 paid holidays; sick leave (8.66 hrs/month); vacation leave based on years of service; discretionary leave.

**Deferred Compensation:** Voluntary 457(b)/VEBA (tax deferred health benefit program).

**Health Benefits:** Flexible benefits program including health, dental, vision, and medical/dependent care reimbursement accounts.

**Work Schedule:** Optional 9/80 work schedule.

**Other:** Long-term disability insurance; and life insurance.



## SELECTION PROCESS

The most qualified candidates will be invited to continue in the selection process. The selection process may consist of one or more of the following components: application review and panel interview. A final interview will be scheduled to fill the current vacancy following the establishment of the employment list. This list will be in effect for at least one-year. Once a top candidate is identified, we will conduct reference checks. After a conditional job offer, applicants must successfully pass a pre-employment background check and other requirements as applicable.

## TO APPLY

A City/District application is required for consideration. Please keep in mind the closing date. Applications may be submitted online at [www.calopps.org](http://www.calopps.org)

