

South Jordan City

Job Description

Title:	Building Permit Technician	Effective Date:	1/1/17
Org:	100420	FLSA:	Non-Exempt
Pay Grade:	7	Workers Comp:	Municipal

GENERAL PURPOSE

Perform entry level technical duties related to building permit reviews and tracking; examine minor plans, issue permits, and provide other various support duties for the Community Development division.

SUPERVISOR

Chief Building Official

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Accept and review permit submittals for completeness and accuracy, log into data program. Communicate with applicant on permit process.

Examine minor plans; calculate fees, stamp, and issue permits. Report progress of permits in system to Building Official and other appropriate personnel.

Answer counter and phone questions regarding permit documents, processes, fees, expected time frame of process.

Maintain files and reports regarding plan check activities and findings.

Interact with public, contractors, developers, and interoffice personnel to ensure proper permit flow and tracking.

Communicate clearly and concisely, both orally and in writing.

Exercise good judgment, flexibly, creatively, and with sensitivity to changing situations.

Organize filing systems, prepare reports on permitting activity, and keep phone logs of verbal contacts, archives and records recovery.

Perform field inspections, i.e. landscaping, fencing, signage.

Perform other duties as assigned.

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.;

AND

B. Two (2) years of construction related experience

2. Special Qualifications:

Permit technician certification or obtain within six (6) months of hire

3. Knowledge, Skills and Abilities:

Knowledge of modern office practices and procedures; of grammar, spelling and punctuation; of modern filing systems related to alphabetical and numeric files; telephone etiquette, various office machines (i.e. copy machine, fax, etc.). Working knowledge of administrative procedures; of legal processes associated with the maintenance of public records and documents; current codes, standards, safety practices and principles required to meet engineering standards; planning and zoning codes; interpersonal communication skills, bookkeeping and basic accounting. Thorough knowledge of building and safety policies and procedures. Entry-level plan reading and plan reviewing skills.

Ability to operate a personal computer and Microsoft products and calculate basic permit fees.

Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions; communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with co-workers, elected officials and other agencies of the public; perform general bookkeeping; establish and maintain comprehensive records and files.

Ability to work with the public and city staff in a busy and often stressful environment with a professional and positive approach; skill in the art of diplomacy and cooperative problem solving.

4. Working Conditions:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required performing keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some guided problem solving.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Non-Exempt	EEO-4 Class:	Adm Support
Location:	Building	EEOP Class:	Adm Support
Group/BU:	General Pay Plan	Tech-Net Match:	315