

# South Jordan City

## Job Description

<b>Title:</b>	<b>Building Support Staff Supervisor</b>	<b>Effective Date:</b>	<b>2/1/16</b>
<b>Budget Code:</b>	<b>100420</b>	<b>FLSA:</b>	<b>Non-Exempt</b>
<b>Pay Grade:</b>	<b>13</b>	<b>Workers Comp:</b>	<b>Clerical</b>

### GENERAL PURPOSE

Perform a variety of duties as needed to expedite the receiving and processing of development applications, permitting, inspection requests and other various support duties for the Community Development Team.

### SUPERVISOR

Chief Building Official

### POSITION(S) SUPERVISED

Building Assistants as assigned.

### ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Train, mentor, supervise and assist the Building Assistants in performing their duties and tasks.

Perform ongoing "customer service" duties and provides first level assistance to general public, contractors, developers and city staff; answer phone and routes calls; take and relay messages; provide information to inquiring parties; respond to general questions related to department functions; prepare agendas, attend staff, committee, and task force meetings, take dictation and transcribe material into documents, letters, reports, memos, minutes or other general correspondence; compose routine letters and informative notices.

Serve as company liaison and training specialist for planning and building related computer software.

Coordinate with the Chief Building Official and Senior Planner in the residential and commercial building permit plan review process to assure that plans are reviewed within time guidelines set by the department.

Supervise support staff in the receiving and acceptance of site plans for new residential and commercial developments, petition for rezoning, annexations, and conditional uses.

Assess fees according to established requirements; maintain and distribute log of requests.

Provide administrative and clerical support in managing information and documentation process related to subdivision and commercial development; receive and logs plan/specifications and route to distribute for review by engineering and public works staff; coordinate with developer when changes completed and resubmitted.

Perform general administrative functions as needed to assure office efficiency and effectiveness; prepare purchase orders and buy office supplies; track invoices and match with purchase orders.

Receive requests for, and schedule building inspections and maintain various departmental records and files.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

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

AND

B. Two (2) years of experience performing above related duties;

2. Knowledge, Skills, and Abilities:

Considerable 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.; ten key, 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.

Ability to operate a personal computer and Microsoft products.

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 fellow employees, 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.

3. 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, critical 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*

<b>Job Class:</b>	<b>Clerical Non-Exempt</b>	<b>EEO-4 Class:</b>	<b>Adm Support</b>
<b>Location:</b>	<b>Building</b>	<b>EEOP Class:</b>	<b>Adm Support</b>
<b>Group/BU:</b>	<b>General Pay Plan</b>	<b>Tech-Net Match:</b>	