

CITY OF TUALATIN

Classification Description

Job Title: Permit Technician
Department: Community Development
Reports To: Building Official
FLSA Status: Non-Exempt

SUMMARY: Performs a variety of technical and clerical duties in support of the Building division. Issues building permits, conducts research, monitors permit processes, provides information and customer service to the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

Receives, reviews and processes applications for all types of residential and commercial building permits. Reviews applications to ensure accuracy and completeness; assists with completeness. Issues permits and receipts. Performs a variety of clerical tasks.

Performs review of and interprets plot plans to ensure code compliance; resolves moderately complex issues of compliance.

Researches and provides storm and sanitary sewer location as-built information; provides and interprets information from maps, plat notations, easements and recorded information.

Provides information regarding the application and permitting process; technical information, and building and other municipal codes. Monitors and maintains an adequate supply of informational materials.

Monitors the permit process by routing and tracking applications and plans through the approval process. Ensures timely processing of application requests. Collects and maintains application and other records, prepares statistical monthly, quarterly and annual fiscal reports.

Schedules inspections for time sensitive projects.

Calculates, collects, processes and records fees. Processes credits and prepares related reports. Coordinates with the Finance department.

Transcribes inspection requests from a recorder to a computerized system; prepares necessary documents and provides office support to field staff.

SUPERVISION: Works under the supervision of the Building Official who assigns duties and reviews work for effectiveness and conformance to prescribed standards. May receive direction and work assignments from other department staff.

COMPETENCY: To perform the job successfully, an individual should demonstrate the following competencies:

Adaptability - Manages competing demands; Able to deal with frequent change or unexpected events.

Attendance – Consistently at work and on time.

Communication – Oral: speaks clearly and persuasively. Written: writes clearly and informatively; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Cost Consciousness - Works within approved budget.

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance.

Interpersonal Skills – Requires the ability to work as a contributing member of the organization, work productively and cooperatively with others and the public, and convey a positive image of the City and its services.

Judgment - Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Demonstrates group presentation skills.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives.

Problem Solving - Gathers and analyzes information skillfully; Develops alternative solutions.

Professionalism – Approaches others in a tactful manner. Able to build and maintain working relationships with staff, volunteers, other employees and representatives from outside groups.

Quality Management- Demonstrates accuracy and thoroughness; Looks for ways to continuously improve and promote quality.

Safety and Security - Observes, and ensures staff observe, safety and security procedures; Reports potentially unsafe conditions; Determines appropriate action beyond guidelines;

Teamwork - Balances team and individual responsibilities; Contributes to building a positive team spirit.

Technical Skills - Pursues training and development opportunities. Current knowledge of computer software applications.

Written Communication - Writes clearly and informatively; Able to read and interpret written information.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.

Mathematical Skills: Ability to perform complex mathematical calculations including calculation of square footage, proportions, percentages, area, circumference, and volume. Ability to work with various mathematical formulas.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills: Ability to operate a personal computer. Ability to type accurately. Working knowledge of word processing, spreadsheet, financial, and permitting software.

Other Skills and Abilities: Knowledge of state and city specialty codes, rules, ordinances, and legal descriptions. Knowledge of building construction principals, procedures and terminology. Working knowledge of standard office practices and procedures and business English, spelling composition and punctuation. Knowledge of record keeping and bookkeeping systems. Reasonable knowledge of department rules, regulations and procedures or the ability to obtain such knowledge during a training period.

Demonstrated ability to organize, file, track, monitor and maintain records. Ability to operate standard office equipment such as a calculator, typewriter, and telephone. Strong ability to multi-task and deal with frequent interruptions. Skill in coordinating inter- and intra-departmental functions cooperatively and tactfully. Ability to establish and maintain effective working relationships with the public and other employees.

Certificates and Licenses: Possession of, or the ability to obtain with six months, a valid Oregon Drivers license, the ability to be designated as a state Notary Public, and Permit Technician Certification.

EDUCATION and/or EXPERIENCE: Two years of experience in discipline specific clerical/office skills with a minimum one year experience in a building codes, construction, or architectural, support services environment. Graduation from high school or the equivalent GED certificate with training in office practices and skills. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate to loud.