

 **City of Pendleton**

 **Job Description**

 **Permit Technician**

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| **Department**: Community Development  | **FLSA**: Non-Exempt |
| **Reports to**: City Planner and/or Building Official  | **Representation**: SEIU |
| **Pay Range**: 17  | **Date**: August, 2013  |

**GENERAL POSITION SUMMARY:** *(why does this position exist)*

Prepares basic planning work for reports, public hearings, public notices, public presentations and meetings. Issues routine permits; maintains building and planning department files; confers with public on standard building and planning department procedures; prepares routine reports; does related work as required.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(list those tasks that HAVE TO BE DONE to accomplish the Job Purpose. Using complete sentences, please describe the various tasks performed on the job which are critical to the successful performance of the job* ***or*** *occupy more than 5 percent of your time. Think in terms of WHAT you do, NOT HOW you do it. Avoid describing procedures. Start each sentence with an action verb. Group tasks which require similar skills/knowledge together. Describe them in such a way as to be clear to someone who does not understand the work performed. These percentages should add up to 100.)*

1. Customer Service Provides primary reception and customer service for the Community Development Department. Provides information to the public regarding a variety of department services and procedures or refers them to the appropriate person, department or entity. Responds to questions and complaints; resolves routine problems and complaints. Provides zoning, planning and building information and assists the public with understanding and interpreting state and city planning and building codes.
2. Permits Receives, reviews and processes applications for residential and commercial building permits and Planning Department Development Permits. Reviews applications to ensure accuracy and completeness and assists customers to complete as needed. Issues permits in accordance with prescribed departmental guidelines. May perform site visits to ensure compliance with Development Code. Prepares monthly building permit reports.
3. Planning Commission Provides staff support to Planning Commission including preparation of agendas, public notices and assists in preparing staff reports. Takes meeting notes and prepares official minutes.
4. Office Support Provides secretarial support for the department. Files staff reports and other planning and building materials. Maintains office records and files. Operates standard office equipment including copier, fax, postage meter, and computer. Prepares correspondence and memos, and responds to email inquiries. Schedules meetings and appointments for department staff. Schedules field inspections and coordinates with Building Official, Inspector, Fire Marshal and other staff as needed.
5. Pre-Application Prepares sketches, drawings, and maps from notes, county records, aerial photos and other sources using engineering office equipment such as CAD and GIS to assist with pre-design meetings.
6. Addressing Works with City staff to assign property addresses to new development and rectify any incorrect addressing.
7. Research Searches City, County and other records for data relating to property ownership, easements, surveys, etc. Researches problems, questions or complaints regarding land use issues. Coordinates with others to ensure problem resolution. May make recommendations for changes to codes, rules and regulations based on common problem areas and special land use development issues that arise to assist in making the process more efficient and effective.
8. Accounting Calculates, collects and records fees. Prepares receipts, and has responsibility for balancing the cash drawer and preparing related deposits or reports as required.
9. Special Projects Performs or assists with special projects as assigned such as neighborhood surveys, reviews business licenses for compliance with zoning, issues sign permits.
10. Backup Support Provides backup administrative support to the Public Works Department as needed.

**IMPORTANT FUNCTIONS:** *(list those tasks that may be done, but are not essential to fulfill the job purpose; any ancillary job tasks)*

1. Provides staff support to the Pendleton Development Commission including preparation of agendas and public notices. Takes meeting notes and prepares official minutes. Provides other secretarial support for PDC divisions, like the Façade Committee.
2. Serves on committees as appointed or required.
3. Attends meetings and training as required.
4. Other duties as assigned.

**DISTINGUISHING CHARACTERISTICS:** *(what separates this job from others in the series?)*

This position is not in a series.

**JOB SPECIFICATIONS:** *(Education and experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)*

1**. Education & Experience** *Education and experience requirements are minimum standards.*

1. High School Diploma (or GED) is required.
2. Two year degree from a technical school specializing in building codes, surveying, drafting or civil engineering is preferred, but not required for the position; and
3. Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. Check only one box.

[ ]  Less than 12 months

[x]  1 – 3 years

[ ]  3 – 5 years

[ ]  5 – 8 years

[ ]  Other

Describe experience: Two (2) years’ experience in field or office work of a sub-professional building, planning and/or engineering nature.

1. Satisfactory equivalent combination of education and experience.

**2**. **Special Requirements:**

1. [x]  Must possess, or be able to obtain by time of hire, a valid driver’s license.

b) [x]  Must be able to pass the department’s security clearance standards including review of criminal history and driving record.

c) Notary Public required within 6 months of hire;

**3. Necessary Knowledge, Skills and Abilities:**

1. Knowledge of building construction materials and methods;
2. Knowledge of standard practices, techniques, materials and tools of the building and construction trades;
3. Basic knowledge of City and State building codes;
4. Ability to maintain cooperative relations with plumbers, electricians, contractors, other employees, and the general public.
5. Working knowledge of fundamental mathematics;
6. Working knowledge of drafting and blueprint reading;
7. Skill in making drafts, sketches, or tracings of maps and plans;
8. Knowledge of word processors, spread sheets, database management and computer aided drafting programs;
9. Ability to make accurate computations;
10. Ability to follow written or oral instructions accurately.
11. Knowledge of safety standards, practices and procedures applicable to area of assignment.
12. Ability to understand and explain laws, codes and rules.
13. Ability to maintain regular and predictable attendance to serve customers, interact with co-workers, supervisor, patrons, etc. attend meetings, training, etc.
14. Ability to establish and maintain effective working relationships and to work as a team member.
15. Ability to perform work in a manner consistent with the City’s Core Values of: Respect, Integrity, Caring, Responsibility, Citizenship, Cooperation and Industriousness.
16. Ability to work efficiently and perform the essential functions of the job.

4. **Tools and Equipment Used:**

1. Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software: *(Choose all that apply.)*

[x]  MS based word-processing, spreadsheet, and/or data base programs

[x]  Outlook or other email communication.

[x]  Internet and/or social media

[x]  Presentation or desktop publishing software

[x]  Specialized or custom software

5. **Supervision:**

1. This position does not supervise other staff
2. This position may provide lead worker direction for temporary or seasonal office support staff.
3. This position reports to the City Planner and/or the Building Official. Supervision received is: *(Choose one)*

[ ]  Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

[x]  General. Work is assigned more generally with the employee having some autonomy to determine the order or manner in which the work is completed. Policies and procedures exist.

[ ]  Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

7. **Communications**:

1. Has frequent communications with staff, contractors, other government agencies and the general public.
2. The communication may range from simple to complex and technical. Will have access to sensitive materials and communications.

6. **Communications**:

1. Communications are: *(Choose one)*

[x]  Primarily with other City staff, vendors and/or customers.

[ ]  Regularly includes others outside the organization (not customers), such as contractors, attorneys, agents, or business partners.

[ ]  Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be: *(Check any that apply.)*

[x]  Complex

[x]  Controversial

[ ]  Confidential

[ ]  Have significant impact (affect City services or reputation, or have legal or financial consequences)

7. **Cognitive Functions**: *(Check the one that most closely aligns to position.)*

[ ]  Tasks require the employee to remember complex processes and/or be able to perform multi-step jobs without step-by-step instructions. Requires a moderate level of independent thinking and reasoning.

[x]  Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish. Employee has some control over the planning and performance of the work, and may determine their own practices and procedures.

[ ]  Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.) Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may develop or recommend new practices and procedures.

[ ]  Responsible for developing or approving programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. Routinely engages in autonomous problem-solving. May include developing and implementing policies, procedures or regulations.

1. **Problem Solving:** *(Indicate the nature of problems regularly encountered by this position. Check only one box.)*

[ ]  Most situations are resolved using standard procedures and established guidelines.

[x]  Situations are somewhat varied; requires application of specific technical skills and expertise.

[ ]  Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

[ ]  Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

9. **Work Environment*:*** *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

1. Work is performed primarily indoors. Work is most often in a temperature controlled office.
2. Strength Rating (see attached definitions) is: Light.

c) Hazards include: *(Check all that apply and include the percentage of time exposed to the listed hazard)*

[x]  Office environment/no specific or unusual physical or environmental demands.

[ ]  Work on and around heavy construction equipment \_\_\_\_%

[ ]  Exposure to toxic elements/hazardous chemicals \_\_\_\_%

[ ]  Work at heights in excess of 20 feet \_\_\_%

[ ]  More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.) \_\_\_\_%

[ ]  Exposure to weather or temperature extremes - \_\_\_%

[ ]  Isolation - \_\_\_%

[ ]  Exposure to light or noise extremes - \_\_\_%

[ ]  Regular travel outside the City \_\_\_\_%

[ ]  Risk of injury \_\_\_%

[ ]  Significant physical exertion required to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_%

[ ]  Other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

d) General hours of work are 8:00 a.m. – 5:00 p.m. Monday – Friday. Variations include: *(Check all that apply)*

[ ]  Frequent or regular overtime

[ ]  Subject to emergency call out

[ ]  Split or night shift

10. **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

[ ]  Not applicable [x]  Input [ ]  Prepare [ ]  Forecast [ ]  Monitor [ ]  Approve

1. This position has resource accountability for the following level of purchasing: *(Choose one)*

[ ]  Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high level equipment/assets.

[ ]  Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

[x]  None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Drafted: 7/30/13

Adopted:

Revised: 8/25/17

Revised: August, 2020

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Employee Acknowledgement/Date Supervisor Approval/Date

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Department Head Approval/Date Administration Approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light** - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium** - exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.

**H – Heavy** – exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.