

Cottonwood Heights

Permit Technician

(Part-Time)



Title: Permit Technician (Part-Time)

Weekly Hours: 25

Department: Community & Economic Development

Start Date: As soon as available

Pay Range: \$12.85 – 18.99/hr (*Positions are generally filled near the beginning of the advertised pay range.*)

This position is open until filled with a first review after 10 days and possible interviews after 12 days, from the posting date.

GENERAL PURPOSE

Under general supervision of the Community and Economic Development Director, performs a variety of responsible administrative and technical duties involved in the processing of various permits, licenses and other support functions of the department. Acts as a front counter customer service agent for planning, permitting, licensing, and general city inquiries; and provides general information and assistance to the public regarding other city related information. Assists community and economic development department staff as needed.

HOURS

25 hours per week. Working schedule negotiable with final approval of Community & Economic Development Director

SUPERVISION RECEIVED

None.

ESSENTIAL FUNCTIONS

- Completes intake and processing of applications for various building permits, land use applications, and other applications as needed; determines completeness of applications; collects fees; prepares, distributes, and tracks reviews and ensures timely completion; reviews minor permit applications for zoning compliance; schedules inspections; issues permits; enters information into database and generates needed reports for distribution to city and state officials.
- Assists in the preparation of various public meetings; posts agendas, staff reports, and minutes as directed; assists in the preparation of required meeting notices, which may include posting of public notice signs on properties that have made land use applications. Assists in the maintenance of department content on the city website.
- Assists and provides information to the public regarding the general plan, zoning, subdivisions, building permits, current projects and application procedures at the front counter. Answers and routes phone calls and relays messages; composes routine letters and forms.
- Provides initial contact with the general public and assists department staff in responding to general inquiries; determines necessary application forms and assists with completion
- Assists with special projects research; and gathers and prepares data in written and graphic form.
- Performs other related duties as assigned

MINIMUM QUALIFICATIONS

1. Education and Experience
 - a. High school diploma or GED; or graduation from or current enrollment in an accredited college or university;
AND
 - a. One year of responsible office work, including experience in customer service;
OR
 - b. An equivalent combination of education and experience;

2. Knowledge, Skills, and Abilities:
 - a. Experience in a typical office setting;
 - b. Experience or knowledge of local government organizations, specifically building or planning departments;
 - c. Strong speaking, writing, and research skills with strong attention to detail;
 - d. Typing at a minimum of 40 words per minute;
3. Desired Qualifications:
 - a. Proficiency in computer software including Microsoft Office, BlueBeam PDF review, iWorQ, Adobe products, project management software, website content management systems, and other related programs;
 - b. Knowledge of State and local laws and legal processes associated with duties described above and with maintenance of public records and documents;
 - c. Familiarity with building codes and local zoning regulations.
4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. May involve lifting up to 40 pounds. Rapid work speed required to perform 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. Tasks may require weekly local travel outside of office and may include posting of public notice signs on properties that have made land use applications.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.