



JOB DESCRIPTION

TITLE:	Building Permit Technician
DEPARTMENT:	Community Development
GRADE:	12
FLSA:	Non-exempt
EEO DESIGNATION:	Technicians
REVISION DATE:	5/28/2019

POSITION SUMMARY

Under the supervision of the Chief Building Official, this position is responsible for providing exceptional customer service to citizens, co-workers, developers, and others with questions or problems related to the Building section of the Community Development Department. Performs a full range of routine and complex administrative and technical tasks. Responsible for scheduling building inspections and troubleshooting requests and directing citizens, co-workers, developers and others to appropriate departmental personnel.

ESSENTIAL FUNCTIONS:

- Promotes and provides good public relations and an exceptional level of customer service to citizens, developers, employees and others with questions or problems at the Community Development Department front counter.
- Schedules daily inspections and forwards schedules to building inspectors.
- Provides backup for answering department phone calls.
- Provides information to new Draper City residents and others concerning basic to complex inquiries regarding City services and construction permitting information.
- Accurately and efficiently performs general office duties such as filing, creating files, data entry, faxing, answering telephones, and copying.
- Accurately and efficiently uses tracking software for permits and development applications and completes timely and accurate reports using programs.
- Addresses customers at the Community Development counter and answers or troubleshoots questions concerning planning, building, engineering and development related issues.
- Establishes priorities for assigned tasks and consistently exercises initiative in using time productively and without close supervision.
- Ensures work processes are in compliance with City policies and procedures.
- Assists in the fulfillment of Government Records Access and Management Act requests.
- All other duties and responsibilities as required.

MINIMUM QUALIFICATIONS:



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- Two years of post-high school, with specialized training in development services, related university coursework or an Associate's Degree in the building field. Three years of experience performing similar functions within the building, planning, or engineering industries preferred.
- Must possess a valid Utah Driver's License.
- Current and valid Utah Notary Public or the ability to obtain within 6 months of hire date.
- Current and valid ICC Permit Technician Certification or the ability to obtain within 12 months of hire date.

KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to work well with the general public, City Council, Mayor, Department Heads and Administration; and establish and maintain effective working relationships with both internal and external customers.
2. Must communicate effectively, both verbally and in writing. Must project a professional image when serving the public, responding with a high degree of accuracy and with a high level of courtesy and strong public service orientation.
3. Must possess a working knowledge of grammar, spelling and punctuation.
4. Must possess a working knowledge of modern office practices and procedures, including but not limited to, maintaining of filing systems and a good working knowledge of computer software including word processing, data entry and spreadsheets.
5. Intermediate Microsoft Office Suite skills required including but not limited to Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Outlook.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Comfortable working conditions, talking, listening, handling light weight, intermittent sitting, standing and walking. Regularly sits at a desk or table; walks, stands or stoops; works for sustained periods of time maintaining concentrated attention to detail. The person in this position must have the visual ability to read and work with computers and other electronic tools in accomplishing tasks and to communicate verbally. May occasionally lift or otherwise move objects weighing up to 25 pounds. May occasionally drive a motor vehicle. This position has exposure to stressful situations as a result of human behavior. Work is often performed under deadlines and time constraints.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment,



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compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.