



Effective: 9/19/2024
City of Sweet Home
Planning & Building Permit Technician
Job Description
FLSA Non-Exempt

AFSCME: Kevin Makinson

City Manager: [Signature]

PLANNING & BUILDING PERMIT TECHNICIAN

SUMMARY:

The Planning and Building Permit Technician performs a variety of duties in support of the receipt, processing and record keeping functions of the Planning and Building divisions, including, but not limited to, providing information and assistance to customers in applying for and obtaining permits; processing, tracking, and issuance of permits; long range planning projects; and development and implementation of planning and building policies and regulations. This person must ensure timely processing of application requests, as required by both state law and the City's Operations Plan. This role will specialize in either Planning or Building Permitting with the expectation to cross-train in the non-specialized discipline. The position provides backup support for other members of Community and Economic Development Department.

ESSENTIAL JOB FUNCTIONS

The duties listed here are intended for illustration. The omission of any assignment does not exclude it from the position.

- Provides application forms and general information to the public on land use applications, building applications, ordinances, codes, plans, zoning, and related information to citizens, architects, contractors, property owners and other interested persons or parties.
- Serves as subject matter expert on basic construction practices, state codes, city ordinances, and land use codes as they relate to local developments.
- Represents the City to builders, engineers, architects, and the general public as a point of first contact at the building and permitting counter.
- Responsible for the intake, processing, issuance, tracking, and record maintenance of all permits, including a technical review of all materials to ensure completeness and compliance with applicable codes and checklists.
- Provides guidance in filling out various applications and forms, making sure the applicant understands the process and the information and attachments required to submit an accurate and complete application.
- Provides legal timelines for individual applications, creates notification mailing lists, and send out property owner notices for land use actions and some City Council hearings.
- Assists with fiscal matters such as the preparation and filing of all required state reports, daily reconciliation of cash, and preparation of weekly deposits.
- Writes general correspondence.
- Maintains planning and building records and special reports; produce related reports for staff, outside agencies and customers (e.g. permit activity reports, annual reports)

- Responds positively and proactively to customer complaints/concerns and provide information on departmental and City policies and procedures.
- Researches a variety of planning and building-related issues contained in the files including ownership, regulations, past permits, etc., utilizing various automated systems for research.
- Provides staff support to the Planning Commission as needed and assigned.
- Assists City Staff in the enforcement of local ordinances and in interpreting City codes and master plans.
- Assists in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; and coordinates department activities with other departments and agencies as needed.
- Prepares a variety of studies, reports, recommendations, and related information for decision-making purposes.
- Attends professional development workshops and conferences to keep abreast of trends and developments in the field.
- Represents the City of Sweet Home by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor. Regards everyone, internal and external, as a customer and delivers the best service possible in a respectful and patient manner.
- Serves as a member of various City committees or work groups as assigned.
- Performs general office and clerical duties as needed.
- Assists other staff in the performance of their duties as assigned.
- Operates a motor vehicle safely and legally.
- Performs other duties as assigned by supervisor.

EXPERIENCE & EDUCATION

Experience

One year of related work experience OR a satisfactory equivalent combination of education, experience, and/or training that can be applied to the role.

Education

High school diploma or general education degree (GED) or higher; Associate degree preferred, or any equivalent combination of education, experience, and training which demonstrates the required knowledge, skills, and abilities.

LICENSE & CERTIFICATE

Must be able to acquire the Permit Technician Certification from the Oregon Building Officials Association within one year.

Desirable Qualifications

Permitting or planning experience.
Experience in local government.