

CITY OF BEAVERTON

Permit Technician

General Summary

Provide assistance to the public in the application and issuance of building division permits. Verify that pre-requisite approvals are met; plans and drawings are ready for review and provide information about the submittal and inspection process. Communicate requirements to the public.

Key Distinguishing Duties

Support and coordinate the building permit process.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Provide varied building code and land use information to the public. Explain the building permit and plan review process. Review, prepare and process building permit applications and plan submittals.
2. Review permit and plans submittals for accuracy and completeness. Assists in completing applications, provides information regarding the application process and select city devolvement codes. Assign new and verify existing City addresses.
3. Issue over-the-counter, mailed, faxed or electronic permits after determining the correct permit type, fees and information required on the application is correct based on applicable laws and ordinances.
4. Route plans and permit applications. Scan and/or file applications as required
5. Compile daily inspection requests. Determine correct inspection types from information proved. Coordinate inspection scheduling with homeowners.
6. Collect fees and provide cashiers function for a variety of City functions, including building permits, records research and document sales. Process daily deposits and refunds. Compile required accounting and statistical reports.
7. Research computer and historical files for building permit history and information in response to staff or customer requests.
8. Participate in department/division/section operational processes including procedure development and implementation.

9. Serve as Damage Assessment Assistant when City's Emergency Operations Center is activated.
10. Produce an acceptable quantity and quality of work that is completed within established timelines.
11. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution. Focus on producing high quality results.
12. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.
13. Participate in the City Emergency Management program including classes, training sessions and emergency events.
14. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to the safety of self, co-workers and the general public.
15. Follow standards as outlined in the Employee Handbook.
16. Support and respect diversity in the workplace.

Other Functions

1. Perform related duties of a similar scope and nature.

Knowledge Required for Entry

- ◆ Basic knowledge of the laws and regulations governing land use and development policies.
- ◆ Working knowledge of State building code as they relate to what type of permits are required and when projects are exempted from permits.
- ◆ Working knowledge of construction terminology and practices.
- ◆ Strong knowledge of building permit processes and procedures and used of automated permit information systems.
- ◆ Working knowledge of practices and principles of public/business administration practices and decision-making.
- ◆ Basic knowledge of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of basic arithmetic and mathematics principles.
- ◆ Working knowledge of English grammar, spelling and usage.

Skills/Abilities Required for Entry

- ◆ Basic ability to review construction documents for required information.
- ◆ Strong ability to research and gather technical data.
- ◆ Working ability to read and interpret technical documents, maps and records.
- ◆ Strong ability to create and maintain financial and statistical reports.

- ◆ Strong ability to participate on a team focused on producing high quality results.
- ◆ Advanced ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Advanced ability to apply excellent internal and external customer service skills.
- ◆ Strong ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to make presentations.
- ◆ Strong ability to use a keyboard and word processing, spreadsheet programs or other application software as required for position.
- ◆ Strong ability to use general office equipment including typewriter, adding machine and copier.

Minimum Qualifications Required for Entry

High School diploma or GED and three years experience in administrative support and customer service with one year experience in processing building permit applications or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Certification as an International Code Council Permit Technician preferred.
- ◆ Some positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

Working Conditions

Regular focus on a computer screen; daily precise control of fingers and hand movements. Daily standing for prolonged periods; weekly dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hour; occasional operation of a motor vehicle on public roads.

Classification History

Created: September 2006

Status: SEIU

Revised: 1/1/09

FLSA: Non-exempt

Department Head Signature

Human Resources Signature

Date

Date