

City of Manzanita, Oregon

Position Description

Job Title: Planning/Permit Technician

FLSA: Non-Exempt

Supervisor: Building Official

Type: Full-Time

Department: Administration

General Statement of Responsibilities

Processes building and land use applications. Provides information about planning and building regulations and procedures to the general public. Delivers presentations and attends public meetings. Conducts site inspections, and short-term rental inspections.

Supervision Received

Works under the direction of the Building Official and City Manager as needed.

Supervision Exercised

Supervision of others is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel, and may assign work to temporary workers.

Examples of Duties - Essential Functions

1. Receives and responds to inquiries related to land use, building permit codes/regulations, and related zoning ordinances. Provides guidance and information to applicants about the application process, inspection requirements, special requirements, timeline expectations, and other applicable information related to the permit process.
2. Accepts and processes building and land use permit applications; ensures applications are complete; verifies documentation and compliance with established codes, ordinances, policies, and procedures; reviews application elements such as plot plans and plats to verify accuracy and completeness of information.
3. Issues over the counter building, plumbing, mechanical, and other related permits.
4. Monitors land use and building applications throughout the approval process, ensuring proper documentation/tracking and coordination with other departments and agencies as appropriate.
5. Calculates permit fees based on established fee schedules.
6. Prepares and delivers public presentations related to planning division projects, as assigned.
7. Conducts records research; maintains all required files, logs and documents related to areas of responsibility and/or as assigned.
8. Conducts site inspections for compliance with land use approvals.
9. Conducts site inspections for short term rental compliance.
10. Follows all safety rules and procedures for work areas.

11. Maintains effective and cooperative working relationships with those encountered in the performance of duties including employees, elected officials, other organizations, and the public.
12. Performs other related duties as assigned.

Screening Criteria

Education and Experience:

- Equivalent to a high school diploma plus additional specialized training;
- AND Two years' related experience;
- OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.

Special Requirements/Licenses:

A valid Oregon driver license and proof of acceptable driving record.

ICC Permit Technician certification is required to be obtained within 6 months of hire.

Knowledge of: codes, regulations, and laws governing building and land use; general permit review and approval process and practices; English grammar and composition necessary to prepare correspondence in business and/or legal formats; standard computer and office equipment, applications and practices; general office practices and procedures.

Skill in: the operation of computer and office equipment and applications, preferably in Microsoft Office Suite® products; effective and accurate verbal and written communication, including skill in communicating technical information in a manner that may be easily understood by non-technical personnel; evaluating forms, permits, and applications for accuracy, completeness, and compliance with applicable laws, rules, and regulations.

Ability to: maintain confidentiality with regards to confidential and/or sensitive information; learn, interpret and apply processes, codes, regulations, and laws governing building and land use; operate a personal computer and peripheral office equipment; maintain accurate records; resolve customer service matters in a positive and compliant manner; meet deadlines while maintaining accuracy; organize and prioritize work; explain established policies/best practices using judgment and diplomacy; establish and maintain effective working relationships with internal and external contacts; attend meetings and trainings as required; work safely in operating equipment and/or performing duties to prevent injury to self and others. Successfully complete pre-employment background checks.

Physical Demands of Position: *The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.*

While performing the duties of this position, the employee is required to sit, stand, walk, reach, bend, see, talk, type, and hear. The position requires mobility including the ability to lift and/or move materials under 5 lbs. daily and up to 10 pounds occasionally. Manual dexterity and coordination are required for over half of the daily work period (about 75%) which is spent sitting while operating

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office equipment such as computers, keyboards, 10-key, and telephones. This position requires both verbal and written communication abilities.

Working Conditions: *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.*

While performing the duties of this position, the employee is primarily working indoors in an office environment. The noise level in the work environment is usually moderate and lighting is adequate. Approximately 15% of the employee's work period may be performed outdoors, while conducting on-site inspections, during which time the employee may be exposed to inclement weather.

The employee will be provided and will wear proper protective equipment in compliance with city policy and OSHA standards where recommended/required.

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