



Human Resources  
220 East Morris Avenue #200  
South Salt Lake City, UT 84115-3200  
Phone (801) 483-6062 Fax (801) 412-3276

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September 26, 2022

## **PUBLIC NOTICE**

The City of South Salt Lake is accepting applications from for the following

### **Fire Prevention Permit Technician**

The Fire Prevention Permit Technician reports to the Fire Executive Assistant. Performs general and specific tasks relating to permits, plan processing and other processes at the public counter of the Fire Prevention Office. Logs, tracks, processes and distributes permit applications and fire-safety related plans for review; performs a variety of clerical duties and assists the public.

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#### **ESSENTIAL RESPONSIBILITIES AND DUTIES**

1. Responsible for fire permit application and fire-safety related plan review processing
  - 1.1. Receives and reviews fire permit applications for completeness from customers, assesses scope of project and relevant fire department permit requirements
  - 1.2. Logs and tracks fire permit reviews from submission until approval and collaborates with Community Development Permit Technicians on status
  - 1.3. Pro-actively works with contractors and residents to provide project updates
  - 1.4. Verifies that projects have obtained all necessary department approvals
  - 1.5. Calculates and verifies permit fees and accepts payments
  - 1.6. Manages the scheduling of inspections as they are received from contractors and residents
  - 1.7. Drafts letters and reports regarding department functions and processes
2. Maintains Department Records
  - 2.1. Manages and maintains indexing of applications, permits, plans, and other files
  - 2.2. Logs inspection requests and prepares field files for daily inspections
  - 2.3. Tracks construction enforcement notices and certificates of compliance
  - 2.4. Handles technical data and fire prevention specific GRAMA requests
  - 2.5. Maintains archived records to State requirements
3. Provides backup for other department functions
  - 3.1. Attends meetings as directed and takes notes of proceedings, i.e. motions, vote results, etc.

4. Answers and/or directs incoming telephone calls and visitors. Research information needed, provides detailed information to inquiring parties; directs complex questions to senior staff. Independently follows through on requests verbally or in writing.
5. Assists with routine and special projects

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**MINIMUM QUALIFICATIONS****EDUCATION, EXPERIENCE AND CERTIFICATIONS**

Graduation from high school or GED equivalent and four years related experience, or any equivalent combination of related education and experience.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of records management techniques; advanced knowledge of data systems software such as Excel; knowledge of records management systems; knowledge of telephone etiquette
2. Ability to professionally handle incoming requests from customers and ensure that issues are resolved both promptly and thoroughly
3. Developed sense of integrity and commitment to customer service and satisfaction
4. Must be well organized, meticulous and able to prioritize tasks and work independently
5. Skill in word processing, office machine usage and the operation of computers
6. Ability to communicate effectively both verbally and in writing using proper grammar, punctuation and spelling; ability to use independent judgment; ability to maintain confidential and sensitive information

General clerical skills to be measured through valid testing methods or through verifiable work experience.

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**PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully 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 job, the employee is frequently required to sit and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment is usually quiet. However, the office area is contained within a fire station and at times the area is subject to dispatch traffic including emergency alert tones, diesel engine noise, sirens, air horns, and other automotive equipment. Most of these noises do not interfere with the work environment and cause little disruption, if any. In addition, firefighters also occupy the facility and perform a number of functions in and around the work area.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar,

related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

**Grade 16**

**WAGE: \$18.16 - \$27.46**

**CLOSING DATE: Open until filled**

**MUST COMPLETE CITY APPLICATION**

**Resumes submitted without application will not be considered.**

**Application available on website at [www.sslc.gov](http://www.sslc.gov)**

**or apply in person**

**CITY OF SOUTH SALT LAKE**

**220 EAST MORRIS AVENUE (2430 South)**

**2nd FLOOR**

**FINAL APPLICANT MUST SUBMIT TO AND PASS A DRUG SCREEN**

**EQUAL OPPORTUNITY EMPLOYER**