



PUBLIC NOTICE

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

BUILDING PERMIT TECHNICIAN II

The Building Permit Technician II reports to the Community Development Director and logs, tracks, processes and distributes permit applications and building plans for review by various City departments.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Responsible for building permit applications, plan review processing, and other engineering permits.
 - 1.1 Informs customers regarding necessary permits and general code compliance of proposed projects
 - 1.2 Receives and reviews permit applications for completeness from customers, assess scope of project and relevant permit requirements
 - 1.3 Logs and tracks plan review applications from submission until approval, routes plan reviews to appropriate departments
 - 1.4 Pro-actively works with contractors and residents to provide project updates and to submit necessary project plans
 - 1.5 Verifies that projects have obtained all necessary department approvals, and verifies professional and contractor licensing
 - 1.6 Works with the Building Official, and City Engineer to calculate and verify permit and impact fees, and accepts payments
 - 1.7 Issues building permits and prepares Certificates of Occupancy once a project is complete and approved by all departments
 - 1.8 Manages the scheduling of Building and Public Works inspections as they are received from contractors and residents.
 - 1.9 Receives and tracks improvement bonds, performance bonds, and payment bonds under the direction of the City Engineer.
2. Maintains Department Records
 - 2.1 Manages and maintains indexing of applications, permits, plans, and other files
 - 2.2 Logs inspections requests and prepares field files for daily inspections
 - 2.3 Tracks construction enforcement notices and certificates of compliance
 - 2.4 Manages and organizes files and archives.
3. Provides backup for other department functions
 - 3.1 Accepts and processes business license applications
 - 3.2 Accepts and processes land use applications
 - 3.3 Accepts and processes all other department specific applications, permits, license, etc.
 - 3.4 Attends meetings as directed and takes notes of proceedings, i.e. motions, vote results, etc.
4. Provides assistance to the public
 - 4.1 Answers and directs office incoming telephone calls
 - 4.2 Directs walk-in visitors
 - 4.3 Assists City visitors with basic information about City programs and services

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; knowledge of general department programs and administrative procedures; knowledge of telephone etiquette;
2. Basic knowledge of building codes;
3. Basic accounting skills;
4. Professionally handle incoming requests from customers and ensure that issues are resolved both promptly and thoroughly;
5. Developed sense of integrity and commitment to customer service and satisfaction;
6. Skill in word processing, office machine usage and the operation of computers;
7. Ability to communicate effectively both verbally and in writing; ability to use independent judgment.

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.

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.

**SALARY: GRADE 18 \$22.03 - \$33.32 PER HOUR (TYPICALLY START AT MINIMUM)
OPEN UNTIL FILLED**

MUST COMPLETE CITY APPLICATION

Resumes submitted without application will not be considered.

Application available on website at www.sslc.gov

FINAL APPLICANT MUST SUBMIT TO AND PASS A DRUG SCREEN AND BACKGROUND CHECK

**EQUAL OPPORTUNITY EMPLOYER
THIS ENTITY USES E-VERIFY**