



Job Posting

Permit Technician II

Millcreek

Salary: \$16.00/hour - \$23.00/hour
Benefits: Competitive Benefit Package
Status: Full-time
Posted: January 25, 2018
Closes: February 8, 2018

Millcreek, Utah's newest city is hiring a Permit Technician to work under the direction of the Building Official. The Permit Technician will perform a variety of duties as needed to expedite the receiving and processing of development applications, permitting, inspection requests, and other various support duties for the City Services department.

Key Responsibilities:

- Serve as lead for customer service issues and provide first level assistance to general public, contractors, developers, and city staff. Answer phone and route calls; take and relay messages; provide information to inquiring parties; respond to general questions related to department functions
- Attend staff meetings, participate on city committees, and task force meetings, prepare letters, reports, memos, minutes or other general correspondence; compose routine letters and informative notices
- Coordinate with the Building Official and Planning Director in the residential and commercial building permit plan review process to assure that plans are reviewed within time guidelines set by the department
- Coordinate with support staff in the receiving and acceptance of site plans for new residential and commercial developments, petitions for rezoning, annexations, and conditional uses
- Assess fees according to established requirements
- Provide administrative and clerical support in managing the information and documentation process related to subdivision and commercial development; receive and log plan/specifications, and route to review by engineering and public works staff; coordinate with developer when changes are completed and resubmitted
- Perform general administrative functions as needed to assure office efficiency and effectiveness
- Receive requests for, and schedule building inspections and maintain various departmental records and files
- Perform other duties as assigned

Minimum Qualifications:

- Graduation from High School or G.E.D.
- Four (4) years of experience performing above related duties

Necessary Knowledge, Skills, and Abilities:

- Considerable knowledge of modern office practices and procedures; of grammar, spelling and punctuation; of modern filing systems related to alphabetical and numeric files; telephone etiquette, various office machines, i.e.; ten key, copy machine, etc. Working knowledge of administrative procedures; of legal processes associated with the maintenance of public records and documents; current codes, standards, safety practices and principles required to meet engineering standards; planning and zoning codes; interpersonal communication skills, bookkeeping and basic accounting
- Ability to operate a personal computer and Microsoft products
- Ability to exercise initiative, independent judgment, and to act resourcefully under varying conditions; communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with fellow employees, elected officials, and other agencies of the public; perform general bookkeeping; establish and maintain comprehensive records and files
- Ability to work with the public and city staff in a busy and often stressful environment with a professional and positive approach; skill in the art of diplomacy and cooperative problem solving

Work Environment/Physical Demands:

- Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required performing keyboard operations. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and some guided problem solving

Application Process:

Interested applicants should submit a resume with cover letter and references to:

Millcreek Human Resources
Attn: Laurie Johnson
3330 South 1300 East
Millcreek, UT 84106

Or

lauriej@millcreek.utah.gov

Final candidate must be able to pass background check and pre-employment drug screen.

Millcreek is an equal opportunity employer *without regard to race, color, religion, national origin, disability, genetic information, sex, or age.*

