



Millcreek

Job Posting

PERMIT TECHNICIAN

Hiring Range: \$17.00/Hour - \$22.00/Hour

Competitive Benefit Package

Posted: June 29, 2018

Posting Closes: July 13, 2018

JOB SUMMARY

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.

POSITION(S) SUPERVISED

This position has no supervisory responsibilities

TYPICAL DUTIES

1. Meet performance standards established with the employee's supervisor.
2. Serve as lead for customer service issues and provide first level assistance to the 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
3. 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
4. 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
5. 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
6. Assess fees according to established requirements
7. 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

8. Perform general administrative functions as needed to assure office efficiency and effectiveness
9. Receive requests for, and schedule building inspections and maintain various departmental records and files.
10. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - a. High School Diploma or G.E.D.
 - b. Four (4) years of experience related to above duties.
2. Special Qualifications:
 - a. Valid Utah Class D Driver's License required.
3. Knowledge, Skills and Abilities:
 - a. 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.
 - b. 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.
 - c. Ability to operate a personal computer and Microsoft products.
 - d. 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.
 - e. 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.

WORKING CONDITIONS

1. **Environment:** Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings, weekends and holidays and may be required to travel outside City boundaries to attend meetings. Light physical effort and usually comfortable working positions.
2. **Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
3. **Vision:** See in the normal visual range with or without correction

4. **Hearing:** Hear in the normal audio range with or without correction.
5. **Attendance:** Employee is expected to be in the city offices during normal business hours Monday through Friday.

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

ljohnson@millcreek.us

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

Millcreek is an equal opportunity employer *without regard to age, marital status, color, disability, national origin, sex, sexual orientation, gender identity, race or religion.*