

City of St. Helens

Job Title: ~~BUILDING & ADMINISTRATION SECRETARY~~ BUILDING PERMIT
TECHNICIAN
Department: Community Development ~~/Administration~~
FLSA Status: Non-Exempt
Union: Yes
Date Revised: ~~March 21, 2012 November 17, 2008~~ December 30, 2022

GENERAL PURPOSE

~~Performs a variety of routine and complex clerical, secretarial and administrative work in keeping official records, providing administrative support to the Community Development Building Department and City Administration Departments staffs, and assisting in the administration of the standard operating policies and procedures of these departments. Assists the City Recorder in various administrative functions.~~

The Building Permit Technician performs a variety of complex clerical, administrative, and accounting duties in supporting the Building Division's administration and enforcement of the adopted City and state building codes, department and permit software program process. Provides information and assistance to customers in applying for and obtaining city building permits. This includes providing friendly and professional service and assistance to internal and external customer requests, to issue building permits in a timely manner. Work may require independent judgement in the application of regulations and established procedures of the Building Division department. May assist less experienced co-workers in department procedures. May provide administrative and clerical assistance to other division staff as assigned.

SUPERVISION RECEIVED

Works under the close supervision of the ~~Building Official and City Recorder~~ Finance Director.
Building Official.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Performs routine clerical and administrative work in answering phones, receiving the public, providing customer assistance, cashiering, data processing, and providing technical assistance on building related information to the public over the phone and front counter.
- Prepares reports, correspondence, and/or invoices for Building Division related matters.
- Collect, balance, and report daily Division revenues.
- Review permit applications and construction documents and provide assistance to applicants to ensure submittals are complete and accurate.

- Engaging in the permit process from application intake to certificate of occupancy. This includes but is not limited to; application intake, routing plans to other departments and/or outside agencies for review, tracking plan review processes, coordination with customers, other staff, other divisions and/or agencies for information accuracy, Division related notifications, and permit issuance.
- Calculates and verifies various fees, prepares fee estimates, and applies fees to permits.
- Issues Building Division Permits.
- ~~Daily reconciliation of all online building permit fees collected through the online permitting system. Which includes daily reporting to the finance department.~~
- ~~Monthly invoicing for services rendered through IGA's; monthly reporting to census bureau of building permits issued for new privately owned housing units.~~
- ~~Quarterly reports and payouts for state surcharge and school excise tax.~~
- ~~Receives applications for various permits and licenses, routes to appropriate departments, and issues completed permit/license. (i.e. building, mechanical, plumbing, dog licenses, parks reservations, watershed permits, business licenses, etc.)~~
- ~~Review and process residential and commercial construction documents at intake of the application process for permitting; reviews applications to ensure accuracy and completeness; assists in completing the applications; provides information regarding the application process and city procedures to ensure adequate information is being submitted for review.~~
- ~~Enters permitting information into online software program accurately; verifying ownership of property through assessor records as well as lot, map and tax lot information associated with the property.~~
- ~~Monitors the permit review process by routing applications and plans and tracking applications through the approval process; ensures timely processing of application requests.~~
- ~~Facilitates issuance of a variety of permits including building permits, mechanical permits and plumbing permits. Helps determine the type of permit and review process as well as fee assessment associated with the permit type. Acts as liaison between customers and the city throughout the permitting process; provides permit cost estimates upon request.~~
- Daily preparation and coordination of requested inspections. Including but not limited to notification of inspections to be performed by other divisions or agencies, sending or receiving inspection reports, and customer notifications.
- Provides clerical and administrative services to the Building Division Board of Appeals, as needed. Includes scheduling meeting dates/times and reserving meeting space, providing legal notices to the media and public, creating agendas, collecting data, distributing meeting packets, attending meetings, and producing meeting minutes.
- ~~Acts as backup to the Community Development Administrative Assistant in regards to inspection preparation. Monitors daily inspection information; includes permit/inspection research, contacting applicant for clarification, adds notes or verbal instructions to inspectors, including changes to inspections and reschedules inspections.~~
- ~~Works with the Community Development Building Official and/or Building assigned Inspector, in the processing of City building permits and scheduling inspections daily.~~
- ~~Schedules inspections daily for Building Department.~~

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- Assists the City ~~Administration Department Recorder~~ in the management ~~and filing of~~ official City ~~documents and records, including the City Recorder's Office, Finance and Municipal Court.~~
- Acts as ~~clerical support secretary~~ to the Tourism Committee or other boards or committees, as assigned. Includes ~~scheduling meeting dates/times and reserving meeting space,~~ providing legal notices to the media ~~and public,~~ creating agendas, collecting data, and distributing ~~for monthly meeting packets.~~
- Attends meetings to take notes and record meeting, as assigned. May require attendance at evening meetings.
- Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.
- Assists in the procurement of ~~materials and supplies for the Community Development Department - Building Division Building Department and City Administration~~ ~~Administration Departments materials and supplies.~~
- Operates listed office ~~tools and equipment machines~~ as required.
- Composes, transcribes, ~~typetypes,~~ and edits a variety of reports, correspondence, and other material requiring judgment as to content, accuracy, and completeness.
- Acts as custodian of ~~records for Community Development Department - Building Department Division documents and records.~~ Establishes and maintains filing systems, control records, and indexes using moderate independent judgment.
- ~~Schedules appointments and performs other administrative and clerical duties as needed for the Building Division.~~
- ~~Schedules appointments, and performs other administrative and clerical duties.~~
- Obtains information from the City and County records, as assigned.
- ~~Delivers excellent customer service to diverse audiences.~~
- ~~Establishes and maintains positive working relations with coworkers, citizenscitizens, and the general public.~~
- ~~Performs other duties as assigned by the Building Official that support the overall objective of the department Division.~~
- ~~Creates, modifies, photocopies, and/or distributes forms, agendas, correspondence, minutes, and/or other materials related to the Building Division.~~
- ~~Update Building Division webpage within City website, as needed.~~
- ~~Photocopies and distributes forms, agendas, correspondence, minutes, etc.~~
- ~~Assists in the compilation of bid packets for Public Works Department projects, receives requests and payment for bid packets, and updates plan holders list in a timely manner.~~

PERIPHERAL DUTIES

- ~~Operates a vehicle to run errands.~~
- ~~Provides clerical support and back-up to the Community Development Administrative Assistance Assistant at the front counter, related to building department matters other related position staff, as needed.~~
- ~~Operates a vehicle to run errands.~~

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

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The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises but may be a little loud depending on the day.

EMPLOYEE ACKNOWLEDGEMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of 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 does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the ~~Building and Administration Administration Secretary~~ **Building Permit Technician** job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____ Date: _____

~~Department Head~~ Supervisor Signature: _____ Date: _____