



# BUILDING PERMIT SPECIALIST

## Job Description

*The job description does not constitute an employment agreement between the City and employee and is subject to change. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.*

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<b>Class Title:</b>	Building Permit Specialist	<b>Effective Date:</b>	July 1, 2021
<b>Working Title:</b>	Planning Specialist	<b>Type:</b>	Non-Represented
<b>Department:</b>	Planning	<b>Supervisor:</b>	Planning Director
<b>FLSA Status:</b>	Non-Exempt	<b>Supervises:</b>	None

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### CLASSIFICATION SUMMARY

Performs a variety of technical and administrative duties for the Planning Department by providing technical information and assistance to developers, contractors, homeowners, and members of the general public in applying for and obtaining City permits and addressing code enforcement issues and inquiries. Acts as Planning Department's first contact for the general public and other public agencies. Assists the general public with basic zoning and planning questions; assists with enforcement of city ordinances including zoning, solid waste, noxious vegetation, housing, sidewalk/right-of-way, and other ordinances by drafting correspondence regarding alleged code violations, coordinating inspections, abatements, and other code-related visits between the Code Compliance Officer and citizens; provides administrative support for the department, including recordkeeping functions, and backup for other members of the department. Work involves frequent contact with the public and contractors. Use of independent judgment is required.

Provides customer service for the Planning Department requiring knowledge of and experience with administrative practices and procedures, the permit application process, planning and zoning policies and procedures, ordinances pertaining to nuisance abatement (high grass, noxious weeds, solid waste, etc.), right-of-way including trees and sidewalks and land use zoning regulations/statutes as they relate to enforcement activities. Must work effectively and efficiently with permit applicants to resolve issues or problems with permit submittal. Provides administrative support to the Code Compliance Officer and is a resource for Keizer citizens, public agencies and staff regarding all code enforcement activities. Assists with the enforcement of city ordinances including zoning, solid waste, noxious vegetation, housing, sidewalk/right-of-way, and other ordinances by drafting correspondence regarding alleged code violations, coordinates inspections, abatements, and other code related visits between the Code Compliance Officer and citizens.

### SUPERVISION

Not a supervisory position.

### ESSENTIAL FUNCTIONS – DUTIES & RESPONSIBILITIES

*An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.*

It is the responsibility of every employee to represent the City of Keizer by responding to the public, citizens, its employees, and others promptly, professionally and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned, maintaining regular job attendance and adherence to assigned working hours, and operating a motor vehicle safely and legally while on City business.

## **50% Building Permit Duties**

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Provides technical information and answers questions regarding building permitting process, zoning, flood zone, land use, and development requirements at the front counter and over the telephone, requiring general knowledge of codes, planning policies and standards, and interpretation of department regulations and building permit procedures.

Receives and processes applications for building permits, including building, plumbing, mechanical, electrical, mobile home, demolition and relocation permits; processes sign and temporary use permit applications; processes routine to complex permits within scope of authority and responsibility assigned; ensures accuracy and completeness; provides information regarding the application process; receipts application and inputs into computer; establishes value of project on which to assess fees, reviews blueprints to determine required permits as regulated by building and specialty codes; locates property on map.

Performs review of and interprets maps, blueprints, plot plans and recorded information to ensure code compliance, ownership, zoning, and to determine required licensing and permits as regulated by building and specialty codes; resolves moderately complex issues of compliance.

Maintains accurate and timely records of the permit process, including tracking applications and plans through the approval process; keeps staff informed; maintains application and other related files.

Relays instructions, technical information, and inspection requests to field inspectors via computer and telephone; coordinates final inspections of project sites and Certificates of Occupancy.

Assists with intake of all land use applications; assesses and collects fees; maintains database; routes and tracks check plats to appropriate staff for review; processes decision mailings to property owners, agencies and staff; distributes Requests for Comments from staff to other agencies; maintains database; sets up and maintains files; conducts final close out of files once past their appeal period; prepares maps for land use applications and planning projects.

Coordinates with city departments and external jurisdictions to assure that permit issuance and certificate of occupancy issuances are consistent with all conditions of approval.

Assists with street addresses for all residential and commercial property within the City of Keizer; prepares and distribute addressing memos to staff, utilities and other public agencies.

Assesses and collects all appropriate building permit and land use fees, including Transportation System Development and driveway permit fees, by applying established formula for each specialty area and each permit; issues permit.

Verifies monthly billing reports; processes check requests and assigns codes to department invoices for payment; assists Finance Director with property value information for yearly budget.

Maintains building permit database; sets up and maintains department files and indexes, including all permits and zoning applications; prepares statistical reports as required. Researches and submits monthly and yearly building permit census reports to the US Census Bureau.

Types technical reports and documents; composes and types pertinent correspondence; inputs changes and distributes updated sections of the Keizer Development Code. Prepares and processes legal documents as indicated in specific Land Use Actions; creates Notices of Public Hearings.

Maintains effective coordination and communication between the City of Keizer Planning Department and other City departments and partner organizations including the Public Works Department and the Marion County Building Inspection Department.

## **45% Code Enforcement Duties**

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Receives code enforcement complaints, by phone, email, online form, and in person from citizens, staff and other internal or external resources.

Contacts property owner where graffiti loss occurs to obtain prompt remediation.

Conducts research, compiles information, maintains files including but not limited to complaints, letters, notices, pictures and other information, and maintains confidentiality of information determined not to be publicly discoverable.

Enters code enforcement information in records management system, sets up files, researches pertinent information and coordinates with other departments as necessary, including Police, Public Works, Parks, and Finance departments in addition to Keizer Fire District, City of Salem, and Marion County. Maintains and updates cases, coordinates and schedules inspections, schedules abatement activities as needed.

Answers questions and provides information to the public regarding code regulations and procedures.

Interprets ordinances and land use zoning regulations/statutes as they pertain to related enforcement activities including nuisance abatement (high grass, noxious weeds, abandoned vehicles, etc.), right-of-way (ROW), and tree and sidewalk ordinances. Provides information on these regulations to the general public and other organizations in oral and written form.

Works with community residents to identify, prioritize, and solve problems by maintaining open communication through email and telephone correspondence, and acting as a conduit to connect neighbors, service providers, and community groups to resolve identified livability issues.

Responds to, evaluates and documents citizen complaints and makes recommendations for corrective action as necessary to resolve concerns. Provides information to the public regarding code regulations and procedures in oral and written form. Assist the public with problem-solving processes, such as the "Neighbor to Neighbor" Mediation Program.

Prepares correspondence, abatement notices, correction notices and documentation of specific violations. Researches deeds, tax records, permit records, utility billing, historical land use regulations and other legal documents in relation to enforcement complaints. Coordinates enforcement with specialty inspectors as appropriate.

Prepares information for legal action by working with City Attorney's staff. Researches ownership, permit records and historical land use regulations. Develops forms, records, and reports as necessary for evaluation and documentation of code enforcement activities.

Makes recommendations and assists with the implementation of code enforcement policies, procedures and performance standards to ensure efficient and effective code enforcement activities. Monitors code enforcement activities for uniform application of compliance requirements.

#### **5% Additional Administrative Duties**

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Prepares staff reports, monthly statistical reports, and other documents for distribution to department staff, City Manager, City Council, etc.

Develops, updates, and maintains an adequate supply of all department application forms and promotional materials.

Notarizes documents as required.

Operates and assures maintenance of a variety of office equipment including phones, copiers, faxes, and printers; orders department supplies.

Attends meetings as requested including departmental or interdepartmental meetings.

Maintains regular job attendance and adherence to working hours.

### **PHYSICAL DEMANDS – SAFETY – WORKING CONDITIONS**

*The physical demands (including lifting, mobility, movement and manual dexterity), work environment and working conditions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Physical Demands**

In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools, or controls; bend; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 10 pounds and infrequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus. Manual dexterity and coordination are required to perform the work. These abilities are necessary to use a computer, telephone, filing system, and other related tools and equipment.

#### **Safety**

Employees must maintain a safe work environment by complying with City and Department safety policies and rules and by practicing safety while performing the essential functions of the position.

#### **Working Conditions**

In the performance of the job duties, the employee will perform the majority of this job in an office environment under usual office working conditions. Work is also performed in numerous meeting settings in offices, conference rooms and public spaces. The noise level in the work area is typical of most office environments, with telephones, frequent interruptions and background noises. Duties include contact with employees and customers in conflict situations.

## **MINIMUM QUALIFICATIONS**

### **Education & Experience**

High school diploma or equivalency, plus two years of experience in a building inspection department, building construction office, or government agency with direct public contact, one year of experience utilizing computer applications related to areas of assignment or any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential functions and responsibilities of the position. Experience in code and regulation compliance preferred.

### **Licenses, Certifications & Other Requirements**

- Pass background investigation.
- Possession of or ability to obtain and maintain a valid Oregon driver license.

## **ADDITIONAL QUALIFICATIONS**

### **Knowledge**

- Building construction, or land use planning principles and practices.
- General familiarity with ordinances/laws relating to general planning, zoning, signing, parking enforcement and/or building codes.
- Enforcement methods.
- Basic property ownership principles, public right-of-way issues.
- Record and bookkeeping systems.
- Modern office practices and procedures including computer operation principles.
- Mapping and basic engineering principles and plans.
- English usage, spelling, grammar, and punctuation; basic mathematical principles.

### **Skill & Ability**

- Provide excellent customer service as well as excellent communication and interpersonal skills and techniques, including problem-solving, as needed.
- Learn and apply applicable laws, ordinances, related codes, department rules and regulations, and all other aspects of the duties and responsibilities.
- Read and interpret a wide variety of plans, specifications, and maps relevant to permit considerations.
- Greet the public and respond to inquiries; communicate tactfully and effectively in both oral and written form.
- Establish and maintain professional, effective, and collaborative working relationships with contractors, owners, the general public, staff, and other agencies.
- Estimate construction value.
- Maintain records and prepare reports.
- Operate a computer, enter data, maintain databases, and type accurately.

### **Licenses, Certifications & Other Requirements**

- Notarial Commission preferred.
- Bi-lingual skills desired.