



# City of Umatilla

<b>Job Title:</b>	<b>Building Permit Specialist</b>	<b>Job Category:</b>	Non-Union; Non-Exempt
<b>Department/Group:</b>	Community Development	<b>Pay Grade:</b>	D Resolution #33-2023
<b>Location:</b>	City Hall	<b>Reports to:</b>	Building Official
<b>HR Contact:</b>	Jonathan Egan	<b>Position Type:</b>	Full Time
<b>Supervision:</b>	Exercised: None Received: Works under the direction of the Building Official.		
<b>Minimum Qualifications:</b>			
<ul style="list-style-type: none"> <li>Associate's degree or two-year technical degree in public administration, building permitting, urban planning, construction, or closely related field <b>OR</b> two years of related work experience.</li> <li>Two (2) years experience using modern office practices, methods, procedure, and equipment.</li> <li>Two (2) years customer service and public relations experience.</li> <li>Valid Driver's License.</li> </ul>			
<b>Job Description</b>			
<p><b>GENERAL PURPOSE</b></p> <p>Under the direct supervision of the Community Development Director, assists the public at the service counter, provides technical office support duties related to the processing and issuance of building permits, and performs related duties as required.</p> <p><b>ESSENTIAL DUTIES AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>Utilizes permit tracking software (i.e. Accela Automation) to review and accept building applications, upload and organize electronic documents, fee assessments and collections, apply standardization, and timely permit issuance.</li> <li>Knowledge of construction and structural, electrical, plumbing and mechanical permit requirements.</li> <li>Guide customers and staff on correct permitting, organization of plans and documents for application completeness and plan review.</li> <li>Provide helpful, efficient, and professional customer service at the counter and via phone and email requests to a wide variety of customers (in house-staff, contractors, homeowners, designers, business owners, etc.)</li> <li>Collects fees and provide cashiering function for wide variety of City transactions, including building permits, system development charges, and construction excise taxes.</li> <li>Assist in researching, preparing, presenting and maintaining staff training on permit system; help empower customers to use and access permit system from public portal.</li> <li>Enters permit activity and regular enforcement action records (i.e., expired permits).</li> <li>Support Community Development department with reporting permit activity.</li> </ul>			

- Performs daily deposit and reconciliation for submission to Finance & Administrative Services department.
- Issues and renews business licenses.
- Issues and coordinates right of way permits.
- Respond to inquiries from the public regarding policies and procedures, fees, permit status, and basic building code/land use questions; direct visitors and callers to appropriate staff for complex inquiries. Direct questions and inquiries related to technical and specialized rules to the appropriate staff.

This list is illustrative only and not intended to specify every duty and job responsibility.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to establish and maintain an effective working relationship with city management, employees, Council members, other entities, and the public.
- Ability to communicate effectively, both orally and in writing, with individuals and groups.
- Ability to use sound judgment in following and applying appropriate laws, regulations, policies, and procedures.
- Knowledge of federal, state and local laws, rules and regulation related to land use and building permitting processes.
- Strong organizational and record keeping skills.
- Methods and techniques of basic report preparation and writing.
- Record-keeping principles, procedures and techniques.

**TOOLS AND EQUIPMENT**

Use of computer and related software applications such as Accela, Microsoft Word, Excel, and PowerPoint.

Use of office equipment such as computer, phone, copier, 10-key calculator, typewriter, fax machine, copy machine, base radio, and automobile.

**PHYSICAL DEMANDS**

The physical demands described here 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 essential functions.

While performing the duties of this position, the employee is continuously using their arms, hands, and wrists. Frequent sitting, standing, walking, and bending. Occasional driving, lifting 50 lbs., carrying, pushing, and pulling up to 20 lbs., twisting, and operating foot controls. Rarely lifting over 50 lbs., carrying, pushing or pulling over 20 lbs., kneeling, crawling, or reaching forward or above shoulder.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position works primarily in a usual office working environment. This role routinely uses standard office equipment such as computers, phones, adding machines, copy machines, filing cabinets and fax machines. The noise level in the work environment is typical of most open office environments when working indoors.

Reviewed By:	Brandon Seitz	Date:	November 3, 2023
Approved By:	Dave Stockdale	Date:	June 11, 2021
Last Updated By:	Jonathan Egan	Date/Time:	November 3, 2023

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David Stockdale  
City Manager

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