



CITY OF TUALATIN
invites applications for the position of:

Permit Coordinator

SALARY: \$24.49 - \$31.03 Hourly
\$1,959.20 - \$2,482.40 Biweekly
\$50,939.20 - \$64,542.40 Annually

OPENING DATE: 08/14/20

CLOSING DATE: Continuous

SUMMARY:



First review of applications will occur on 9/8/2020.

Are you a people person? Do you excel at delivering outstanding customer service? Is your idea of a great job one where you are able to interact with customers, problem solve and multi-task all while managing projects in a front-counter environment? The Permit Coordinator is responsible for managing complex work assignments, timely problem solving and cross-department coordination of permit processes.

We are looking for energized, customer-service driven applicants for this highly-visible, "face of the City" position. Check out the essential duties and qualifications to see if you would be the perfect fit for this outstanding opportunity in a City known for its high-level development and excellent quality of life.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serves as the "face" of the Building Division, providing high quality customer service to all customers, both internal and external. Ensures that all customers experience high quality and timely service from the Building Division.

Serves as a liaison between developers, builders, applicants, and City staff for coordination of permits; advises and informs customers of document and plan submittal requirements; attends pre-application and pre-submittal meetings as necessary; serves as the main staff contact for developers and the public on permit status.

Receives, reviews, issues and processes applications, permits and receipts for all types of residential, industrial and commercial building permits and schedules inspections for those permits. Calculates permit fees and system development charges. Performs quality control review on the documentation and computer data input related to permit processing, checking for accuracy and completeness.

Performs a variety of permit related clerical tasks.

Assists Building Official with special projects when needed.

Provides lead support and guidance to other permit staff including distributing work, reviewing work, establishing schedules/timelines and training.

Performs review of and interprets plot plans to ensure code compliance; resolves moderately complex issues of compliance.

Researches and provides storm and sanitary sewer location as-built information; provides and interprets information from maps, plat notations, easements and recorded information.

Provides information regarding the application and permitting process; technical information, and building and other municipal codes. Monitors and maintains an adequate supply of informational materials.

Monitors the permit process by routing and tracking applications and plans through the approval process. Ensures timely processing of application requests. Maintains application and other records, prepares statistical monthly, quarterly and annual fiscal reports.

Tracks expiration dates on permits and prepares and mails letters of pending expiration to applicants. Calculates, collects, processes and records fees. Processes credits and prepares related reports. Coordinates with the Finance department.

Transcribes inspection requests from a recorder to a computerized system; prepares necessary documents and provides office support to field staff.

Collects data and provides reports for the Building Official indicating monthly, quarterly and yearly permitting data.

Assists in the resolution of complex and sensitive customer service issues, either in person, by telephone or in writing.

Maintains the Building Division's web page. Creates new pages as necessary.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.

Mathematical Skills: Ability to perform complex mathematical calculations including calculation of square footage, proportions, percentages, area, circumference, and volume. Ability to work with various mathematical formulas.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills: Ability to operate a personal computer. Ability to type accurately. Working knowledge of word processing, spreadsheet, financial, and permitting software.

Other Skills and Abilities: Knowledge of state and city specialty codes, rules, ordinances, and legal descriptions. Knowledge of building construction principals, procedures and terminology. Working knowledge of standard office practices and procedures and business English, spelling composition and punctuation. Knowledge of record keeping and bookkeeping systems. Reasonable knowledge of department rules, regulations and procedures or the ability to obtain such knowledge during a training period.

Demonstrated ability to organize, file, track, monitor and maintain records. Ability to operate standard office equipment such as a calculator, typewriter, and telephone. Strong ability to multi-task and deal with frequent interruptions. Skill in coordinating inter- and intra-departmental functions cooperatively and tactfully. Ability to establish and maintain effective working relationships with the public and other employees.

Ability to assist staff in understanding and operating permit system and train others to properly utilize permit system in cooperation with Information Services Division. Analyzes permitting system; develops, recommends and implements approved permit system changes to make the processes more efficient and effective.

Certificates and Licenses: Possession of, or the ability to obtain within six months, a valid Oregon Drivers license, the ability to be designated as a state Notary Public. Certification as a Permit Technician, or ability to obtain certification within six months of hire.

EDUCATION and/or EXPERIENCE: Minimum of three to five years of progressive experience in discipline specific clerical/office skills with a minimum one year experience in a building codes, construction, or architectural, support services environment. Prefer two or more years experience related to building permit processing, including experience assisting customers at the counter accepting applications. Graduation from high school or the equivalent GED certificate with training in office practices and skills. Prefer Associate's Degree or higher in land use, building technology or a closely related field. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

ADDITIONAL INFORMATION:

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and work environment 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 the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate to loud.

HOW TO APPLY:

Applications must be filed online at www.tualatinoregon.gov. No e-mailed, mailed, or faxed applications or resumes can be accepted.

Interviews will occur virtually. ***All candidates selected for interview must have access to a working computer with both audio and video capabilities and a strong internet signal.***

If you have a general question regarding the recruitment, contact Human Resources at recruitment@tualatin.gov.

The City of Tualatin is an Equal Opportunity Employer. Minorities are highly encouraged to apply. This position is represented by the Tualatin Employees Association.