

ORGANIZATION: City of Sherwood	DATE: 2010
LOCATION: Sherwood, Oregon	
DEPARTMENT: Community Development / Building Department	
FLSA STATUS: Non-Exempt	
JOB TITLE: Building Permit Specialist – Pay Group 6	

PURPOSE OF POSITION:

Receive applications, plans and fees for the administrative permit reviews in the Building Department. Respond to requests for information on building issues. May gather pertinent information for determining compliance with zoning and other land use codes. Provide information to the general public on related codes, general planning and zoning issues. Serve as administrative back up to Building Official and Inspectors.

ESSENTIAL JOB FUNCTIONS:

Respond to non-technical inquiries from the general public regarding rules and procedures for building permits, and general City development policies and procedures.

Receive applications, plans and fees for the Building Department. Review application submittals for completeness and required documentation. Document and date-stamp applications.

Maintain department files and records. Track statistical information. Use permit tracking system and facilitate permit processes.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS:

Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Knowledge of general office practices and procedures, business English, word processing, spreadsheet and database applications software, permitting processes and terminology, etc. Ability to understand ordinances/codes and work with the public in explaining rules, operated computer and other standard office equipment. Equivalent to high school plus two years related experience in planning, zoning or building code areas, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: None.

DESIRABLE REQUIREMENTS: Knowledge of specific City ordinances and word processing, spreadsheet and database software utilized within the department.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS:

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. May occasionally be in vehicle or on foot.

SUPERVISORY RESPONSIBILITIES:

Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices.

SUPERVISION RECEIVED: Works under the general supervision of the Building Official.