

South Jordan City

Job Description

Title: Planning Permit Technician
Org: 100400
Pay Grade: GH13

Effective Date: 4/1/2025
FLSA: Non-Exempt
Workers Comp: Clerical

GENERAL PURPOSE

Perform entry level technical duties related to building permit reviews and tracking; examine residential plans for land use ordinance compliance, review and issue miscellaneous Planning permits, conduct residential landscape inspections and provide other various support duties for the Planning division.

SUPERVISOR

City Planner

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave. This position has been determined to be not eligible for remote work because all or a majority of the essential job duties must be performed onsite.

Examine residential building plans for Land Use Code compliance.

Review and issue Miscellaneous Minor Planning permits.

Answer counter and phone questions regarding Miscellaneous Minor Planning permits, processes, and fees in expected time frame of process.

Maintain files regarding plan check activities and findings.

Interact with public, contractors, developers, and interoffice personnel to ensure proper permit flow.

Communicate clearly and concisely, both orally and in writing.

Exercise good judgment, flexibly, creatively, and with sensitivity to changing situations.

Organize filing systems, prepare reports on permitting activity, and keep phone logs of verbal contacts, archives and records recovery.

Perform field inspections, i.e. landscaping, fencing, and signage.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.;

AND

B. Two (2) years of administrative support experience involving customer service, and records management.

2. Special Qualifications:

Valid Utah Class D Driver License

Bachelor's Degree in Urban Planning or related field preferred

3. Knowledge, Skills and Abilities:

Ability to apply and adhere to City ordinances, regulations, policies, procedures and standards. Able to decipher maps, site and building plans and specifications and communicate effectively with individuals in relation to permit review, application processing and inspection.

Basic skill in using Microsoft Office products (Word, Excel, PowerPoint, Outlook). Critical thinking, social perceptiveness, attention to detail, and basic public relations skills.

Knowledge of modern office practices and procedures; of grammar, spelling and punctuation; of modern filing systems related to alphabetical and numeric files; telephone etiquette, various office machines (i.e. copy machine, fax, etc.).

Ability to calculate area and distance measurements.

Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions; communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with co-workers, elected officials and other agencies of the public; perform general bookkeeping; establish and maintain comprehensive records and files.

Ability to work with the public and city staff in a busy and often stressful environment with a professional and positive approach; skill in the art of diplomacy and cooperative problem solving.

4. Working Conditions:

Incumbent of the position generally performs in a typical office setting with appropriate climate controls. The position also often requires field inspection outside of the office. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required performing keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some guided problem solving.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Plan Tech	EEO-4 Class:	Admin. Support
Location:	Planning	EEOP Class:	Admin. Support
Group/BU:	General Pay Plan	Tech-Net Match:	370