



Building Technician

Class code: 314

Employee Group: SEIU

Salary Range: 14

I. Position Summary

Under general supervision, to provide public assistance and interpret development codes; to perform complex clerical work involving a high degree of accountability in the review and processing of permit applications to ensure conformance and compliance with building codes, current planning policies and department procedures; and to perform related work as required.

II. Distinguishing Features

This is a journey level classification. Employees work within a framework of established policies and procedures. Knowledge of State of Oregon building and construction codes, laws, ordinances and requirements is preferred. Incumbents are expected to be able to answer complex building questions from the public, to be able to convey information in a clear and concise manner to the public and other County staff, and to be able to identify and to refer those questions that are better answered by building inspectors or other building or construction professionals.

III. Examples of Essential Position Duties

- Processes incoming permit applications; process requests for building, plumbing, mechanical and electrical inspections.
- Verifies completeness of submitted building plans, determining that all necessary information is shown on plans and interpret electrical, mechanical and plumbing work being done to factor proper fees from these findings; advises affected parties of incomplete applications.
- Reviews and confirms that contractors are licensed with the State of Oregon.
- Issues special inspection permits for new and remodeled building construction, mobile homes, plumbing and electrical systems.
- Calculates and accepts application fees and payments for system development charges.
- Responds to public inquiries concerning inspection policies and procedures.
- Confirms that plans are ready for pick-up; notifies owners, builders and other affected parties; prepares and sends notices if plans are not picked up within six months.
- Coordinates permit applications with other divisions and agencies.
- Pulls and stores plans when permit is finalized.
- Orders plans and files from archives.
- Prepares and mails permit extensions; researches and processes special inspection requests; notifies parties of additional fees or requirements.
- Reviews, prepares and updates a variety of records, reports, logs and memoranda; maintains files.
- Answers telephones; takes messages.
- Sorts and distributes incoming mail; bundles and prepares outgoing mail.
- Pulls boxed residential plans from storage; destroys plans as required.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.

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- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Overtime may be required.
- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

Preference will be given to those with knowledge of State of Oregon building codes; applicable codes, regulations and policies. Requires knowledge of modern office practices and procedures; business English and composition, spelling and punctuation. Ability to read, understand and gather information from a variety of written materials and sources including manuals, codes, plans, diagrams, maps, and architectural drawings, policies and procedures; follow oral and written instruction; work independently with minimal supervision; use initiative and good judgment in carrying out responsibilities; establish and maintain cooperative working relationships with those contacted in the course of work. Ability to provide excellent customer service and communicate effectively orally and in writing with customers and County staff; prepare, update and maintain accurate records, logs and files; use basic arithmetic to calculate square footage and distances and other calculations related to assigned work; prioritize work to meet established deadlines; use a variety of office machines and equipment including computers and peripheral equipment, calculator, copier and fax machine; and interpret and explain department policies and procedures as necessary.

V. Minimum Requirements (*Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions*)

Education and Experience

- A high school diploma or equivalent AND three years of related work experience in the building industry or three years of experience working with the public (building industry experience is preferred); OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

Licenses, Certificates and Other

None.

Physical Demands (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Typically requires climbing, stooping, kneeling, crouching, reaching, standing, walking, sitting, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. Ability to work in an office environment; to coordinate hands and feet in performing simple movements, such as bending, reaching and grasping; to exert physical effort in sedentary to light work involving moving from one area of the facility to another, reaching, kneeling, climbing of stairs and standing as well as sitting for extended periods of time. Requires exerting up to 20 pounds frequently, 50 occasionally, of force to move objects. Requires sufficient strength and coordination for lifting, pushing, pulling and/or carrying the weight of equipment as well as sufficient hand/eye coordination to perform semi-skilled repetitive movements such as operating office equipment. Requires the ability to operate a motor vehicle. Sensory requirements include sound and visual perception and distinction, as well as oral communications ability.

Working Environments

Work is generally performed in an office environment and may include exposure to disruptive people.

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VI. Additional Information

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Adopted: 9/16