



**ORGANIZATION:** City of Lincoln City  
**JOB TITLE:** Building Permit Technician  
**FLSA STATUS:** Non-Exempt, Grade 7  
**UNION:** AFSCME  
**UPDATED:** September 2019

---

**PURPOSE OF POSITION:** Perform a variety of technical activities in support of the planning, building and code enforcement functions. Provide information and assistance to a variety of internal and external customers regarding permit applications and obtaining City development approvals.

**ESSENTIAL JOB FUNCTIONS:**

Review and process planning and building permit applications, mechanical permits, manufactured home placement permits and demolition permits using the statewide e-Permitting program.

Using excellent customer service skills provide information regarding application process and assistance in completing applications to the public, members of the business community and professionals in the industry. Calculate fees and issue approved permits. Monitor active permits for expiration and ensure applicants remain notified of status.

Work with contractors and inspectors and manage permits through the inspection and completion process, including ensuring timely processing of requests and that all necessary information and materials have been gathered.

Compile and maintain permit and address data files. Manage and maintain other files and records keeping systems. Collect and regularly compile data and prepare reports for use by others both inside and outside the organization.

Use manual and automated systems to research ownership and zoning information.

Maintain and assign addresses to residential and commercial properties. This may include site visits and map review. Update database systems to reflect new address assignments and changes for use by others inside and outside the organization.

Use Microsoft Word and Excel and other City programs and systems to perform job duties, including e-mail to communicate effectively both internally and externally as needed to perform job duties. Use web-based statewide e-Permitting program to intake, track and issue building, mechanical, sign and demolition permits. Update and reconfigure internal e-Permitting program as needed to meet department needs.

Participate in emergency response in assigned capacity.

Maintain professional, respectful, cooperative and productive working relationships with City staff, other organizations and the public.

Follow all safety rules and procedures for work areas. Correct and/or report unsafe conditions to appropriate personnel.

Other related duties as assigned.

**AUXILIARY JOB FUNCTIONS:** Assist applicants with completion of required legal documents, process, notarize, and file with the County Clerk's Office. Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, joining associations, reading materials and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

**JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** High school education or equivalent supplemented by at least two years of additional training and/or experience in administrative, customer service and/or project management work experience, or any satisfactory combination of experience and training that demonstrates the knowledge, skills and abilities to perform the above duties. Advanced knowledge of office practices and procedures and demonstrated excellent verbal and written communication, competency in mathematics, organization, detail orientation and project management. Strong computer skills, including use of Word and Excel to prepare reports and spreadsheets as well as the ability to use and manipulate the state ePermitting system. Aptitude for understanding and applying legal concepts, such as building codes and zoning ordinances.

**SPECIAL REQUIREMENTS/LICENSES:** Must possess Notary Public Commission or be able to obtain within six months of appointment. Must possess a valid Oregon Driver's License. Must be able to achieve a Building Permit Technician Certification within eighteen (18) months of appointment.

**DESIRABLE REQUIREMENTS:** Familiarity with local area. Previous work in the construction industry or in a building/community development environment. Familiarity with City codes and ordinances. Bilingual (English/Spanish).

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility and visual acuity to view a computer screen and written materials. Duties involve moving materials weighing up to 10 pounds on a regular basis and may infrequently require moving materials weighing up to 30 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, telephone 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.

**SUPERVISORY RESPONSIBILITIES:** This position does not supervise others.

SUPERVISION RECEIVED: Works under the general supervision of the Planning and Community Development Director.