



SAN JUAN COUNTY JOB DESCRIPTION

| | |
|---------------------------------------|------------------------|
| Job Title: Building Permit Technician | FLSA Status: Part Time |
| Department: Planning & Building | Hourly: |
| Effective Date: May 1, 2025 | |
| Revision Date: | |

General Purpose:

Under the direction of the San Juan County Planning & Building Administrator, the position will encompass a variety of supporting duties associated with the Land Use Management and Development Ordinance. A sample of duties would include monitoring phone calls and emails to the department for general inquiries, ensuring applicants have submitted required documentation for planning requests and building permits, and assisting with support tasks as assigned by the Building Official or Planning Administrator. This position promotes land use Planning & Building in the community and opportunities for the betterment of San Juan County.

Qualifications:

High School Graduate

Excellent communication skills to strengthen public relations

Ability to establish and maintain effective working relationships with other employees and the members of our community.

Highly skilled in Microsoft and Adobe programs

Considerable knowledge of permitting processes and land use ordinances.

Knowledge of associated software preferred (COINS, Iworqs, etc)

Examples of Duties:

- Provides office support to the Planning Administrator and Building Official
- Serves the public on simple questions via phone and email
- Monitors planning and building applications for completeness and forwards full application packages to the appropriate party



- Assists in public notices, outreach and communications.
- Monitors social media for misinformation and public outreach for department community education

Working Conditions:

Position performs in a typical office setting. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instruction, emotional stability, and discriminating thinking.

Occasional lifts, carries, pushes, pulls or otherwise moves objects weighing up to 25 pounds. Position requires driving to different locations throughout the county as needed. We are an equal opportunity employer and encourage women, minorities, and those with disabilities to apply.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have
reviewed the above Job Description.

Date: _____