

CITY OF SEASIDE JOB DESCRIPTION

Job Title:	Permit Technician or Building Inspector / Plans Examiner or Assistant Building Official	Department:	Comm. Development
Pay Grade Level:	G40, G41, or G42	Pay Type:	Salary
Job Type:	Full-Time	FLSA Status:	Non-Exempt
Supervision:	CD Director	Represented:	SEA
Work Schedule:	Works five (5) days a week (typically a conventional Monday through Friday work week), eight (8) hour shifts (8:00 am to 5:00 pm or a variation of 8-hour shifts depending on job demands) with two (2) fifteen (15) minute paid breaks; one (1) hour unpaid lunch.		

POSITION SUMMARY

Performs a variety of advanced duties in support of the receipt, processing, and record-keeping functions of the Community Development permit counter; provides information and assistance to customers in applying for and obtaining City development permits; issues a variety of permits; monitors the permit review process by routing applications and plans and tracking applications through the approval process; ensures timely processing of application requests; provides lead direction for other counter staff; provides backup support for other members of the Building and Planning Departments; and performs related work as required by ORS's, OAR's and as required by the Building Official and/or Community Development Director. Future Commercial Plans Examiner certifications and Commercial Building Inspector certifications may be required as part of this job function.

DUTIES, RESPONSIBILITIES, AND ESSENTIAL FUNCTIONS

The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.

Permit Technician (G40):

1. Processes applications for building, mechanical, plumbing, and associated permits. Reviews applications and submitted plans for completeness, with required checklists and procedures.
2. Reviews and ensure the appropriate department fees are entered into the permitting system, in compliance with Oregon Administrative Rule and adopted fees.
3. Maintains records associated with application, plan reviews, and correspondence in accordance with record management requirements and department standards. Inputs data from various sources and ensures the data is posted to the appropriate accounts.
4. Helps staff the front counter, and answers questions about the permitting process, building-related issues including permit requirements and approved uses. Provides information from the County's GIS system.



5. Enters inspection results and code references into the permitting system, assists with daily inspection routing, and assists inspectors and plans examiners as required.
6. Assists with the creation of correction and stop work notices for work in violation of the Oregon Building Code and Code of Seaside, Seaside Zoning Ordinance, and in accordance with Oregon Administrative Rule, and department standards.
7. Create expiration letters for applicants and record correspondence on expired permits and applications.
8. Archives permits, plans, site plans, soils reports, engineering calculations, and other pertinent information; and maintains the accuracy of the archiving system.
9. Maintain Construction Contractors Board and Oregon Building Codes Department contractor information in the permitting system.
10. Intake code violation complaints and present information to staff and assist staff with code enforcement activities and the Building Board of Appeals, as needed.
11. Produce related reports for staff, outside agencies, and customers.
12. Attends and/or facilitates meetings such as development review, pre-application, training, and other meetings as assigned.
13. Maintains written plan review letters and associated documentation in accordance with Oregon Administrative Rules and department standards.
14. Records the applicable project data within the permitting system.
15. Represents the City of Seaside by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor. Regards everyone, internal and external, as a customer and deliver the best service possible in a respectful and patient manner.
16. Works to create a high-performance work culture by demonstrating a positive attitude and modeling the City's mission, vision, and values. Conducts self with high integrity, proactive in conserving City resources, and seeks and incorporates customer feedback for ongoing performance improvement. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
17. Assists other staff in the performance of their duties as assigned; and may provide training and orientation to new assigned personnel.
18. Maintains regular job attendance and adherence to working hours.
19. Adheres to appropriate attire, grooming, and hygiene standards established for the position.
20. Operates a motor vehicle safely and legally.
21. Performs other related duties as required/assigned.

Building Inspector / Plans Examiner (G41):

Includes all the duties of the Permit Technician as well as the additional duties:

1. Provides coordination and primary contact for permits requiring plan review.
2. Conduct plan reviews and inspections on applicable projects, as certified, in accordance with Oregon Administrative Rule, for compliance with the Oregon Building Code, Code of Seaside, Oregon Administrative Rule, and department standards.



Assistant Building Official (G42):

Includes all the duties of the Permit Technician and Building Inspector / Plans Examiner as well as the additional duties:

1. Act as a backup to the Building Official in their absence.

QUALIFICATIONS AND SKILLS

Permit Technician

- **Mandatory Requirements:**

- Valid driver's license.
- High School Diploma or GED equivalent.
- Two (2) years of college-level coursework with inspections, planning/zoning, law enforcement, or a closely related field; AND two (2) years of code enforcement or building inspection experience; OR an equivalent combination of education, training and experience.
- Obtain Permit Technician Certification and Oregon Inspector Certification (OIC) within 12 months of employment so long as the courses are available from the Building Codes Division.
- Knowledge of applicable city and state codes and ordinances as they relate to job duties and responsibilities; modern office procedures and methods; spelling, grammar, punctuation; and basic mathematical principles.
- Knowledge and understanding of enforcement methods and due process.
- Ability to deal effectively with the general public; communicate clearly and concisely, both orally and in writing; read and interpret regulatory requirements, site plans and improvement documents; and accurately calculate fees and perform mathematical calculations; work both independently and as a team member; and establish and maintain effective working relationships with employees, customers, and others.
- Ability to accurately proofread and correct other's work.
- Considerable interpersonal skills, including the ability to establish and maintain effective working relationships with others while also representing the City in a positive manner.
- Ability to operate a calculator, phone, personal computer & Microsoft Office software, copy machines, fax machine, and credit card machine.

- **Desirable Requirements:**

- Two-year or four-year college degree and two to four years of applicable experience with a minimum of two years of experience in providing public assistance in a closely related field.
- Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
- Proficient use of Microsoft Office Professional applications, including but not limited to, database creation and maintenance, advanced level of document development and management, spreadsheet development, data analysis and interpretation, electronic presentation creation, etc.



Special Requirements for Building Inspector / Plans Examiner:

- All the aforementioned qualifications and skills of Permit Technician.
- Active Oregon Inspector Certification.
- Oregon Residential Structural Inspector (CAS) and Plans Examiner (CAX) certifications. 1
- Ability to demonstrate familiarity with Oregon ePermitting, Accela, and the Oregon Inspector app.

Special Requirements for Assistant Building Official:

- Two years of experience as a Building Inspector / Plans Examiner
- Residential Plumbing Inspector (CAP) course.
- Commercial Structural Inspector (SIA)
- Specialized Plumbing Inspector (SPI)
- Building Official Certification (BO)

Any combination of education, experience, and training which would provide the previously stated knowledge, skills, and/or abilities; including but not limited to the following: performing professional/technical functions with minimal supervision, interacting with the public, and a strong understanding of office procedures and functions.

PHYSICAL REQUIREMENTS

- Good vision and hearing. Candidates must be able to follow oral and written instructions and maintain a level of accuracy within time deadlines.
- Position requires sitting (with breaks), standing, bending, lifting, stooping, walking, climbing stairs occasionally, and driving an automobile.
- While performing the duties of this position, the employee is frequently required to read, stand, sit, communicate, reach, and manipulate objects, tools or controls.
- The position requires mobility.
- Duties involve moving materials weighing up to 25 pounds on a regular basis such as files, books, office equipment, etc., and may weigh up to 50 pounds.
- Manual dexterity and coordination are required during the work period while operating equipment such as computer keyboards, calculators and other standard office equipment.

WORKING CONDITIONS

Works within a standard office environment and conducts site inspections in a variety of environments where noise levels are variable. Significant contact with the public which includes but is not limited to employee interaction with property owners, prospective purchasers, realtors, contractors, business owners, developers, engineers, city staff, commissions, council, and other state and county agencies.

SALARY AND BENEFITS

This is a regular, full-time position, and the pay grade for this job could be G40, G41, or G42. For the 2025-2026 fiscal year, the hourly/monthly wage begins at \$31.14/hour and \$5,397/month for G40, Step 1, and up to \$41.72 and \$7,232/month for G42, Step 5. Benefits include medical, dental, vision, retirement contribution (after six months), vacation starting at 8 hours per month, sick leave + four floating holidays, and your birthday off. Please note that the employee portion of the medical premium represents approximately



7.5% of the premium cost (\$65.34 to \$188.91 per month – depending on coverage level). The City of Seaside pays the remaining 92.5% of the premium cost. Full-time employees become eligible for the City's retirement plan after six months of employment.

Annual and monthly salaries are based on Range and Step Structure for FY 2025-2026, which began July 1, 2025. EOE

The statements contained herein reflect typical details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. Individuals must be able to perform the job's essential functions in all areas of the city, and outside the city in an emergency, in the absence of a supervisor and without assistance, or until help can respond to the location.

Reviewed and accepted by Employee:

Print Name: _____
Signature: _____
Job Title: _____
Date: _____

Reviewed and Accepted by the City of Seaside:

Print Name: _____
Signature: _____
Job Title: _____
Date: _____

Print Name: _____
Signature: _____
Job Title: _____
Date: _____

