

**CITY OF SALEM  
ENGINEERING PERMIT TECHNICIAN**

**00108  
20108  
40108**

**NATURE OF WORK**

This is technical, moderately complex, subprofessional engineering work.

Work involves responsibility for technical use of engineering and related skills in a variety of activities, including the issuance of various permits for sewer, water, and streets; giving information and maps on the availability of water, sewer, and storm drains. Work responsibilities also include the maintenance of records, completing mathematical computations, and reading various maps. Work involves frequent contacts with the public. Work is performed under general supervision with opportunity to use independent judgment as experience is gained.

**ILLUSTRATIVE EXAMPLES OF WORK**

(Any single position of a class will not usually involve all of the duties listed and many positions will involve duties which are not listed.)

Checks building permit plans for sewer and water availability, deferred assessment and construction over existing utility lines.

Receives and issues water, sewer and water construction permits involving fee assessments, location of utilities.

Provides information to the general public and contractors regarding sewer, water, and storm drain line availability and location, including stub-out location on property line, approximate elevation of line, and depth of line.

Provides needs assessment of walk-in clients and routes them to appropriate City staff when the Permit Application Center (PAC) staff cannot assist them.

Prepares cost estimate sheets for large water tap projects. Notifies the contractor or customer of the cost and files until issued.

Approves hydrant meter requests, refers to City Shop for availability, and issues the permit.

Enters permit information in computer system and maintains records and files on water, sewer, and storm drain for public information.

**WORK QUALIFICATIONS**

Experience in performing engineering and drafting tasks; completion of a two-year technical course with an Associate in Arts Degree with major course work in engineering or mathematics; or any equivalent combination of experience and training which provides the following knowledges, skills, and abilities:

Knowledge of engineering maps and records.

Knowledge of mathematics and survey techniques, instruments, and tools.

Knowledge of drafting methods and instruments.

Knowledge of modern office procedures and equipment.

Knowledge of construction and inspection methods, materials, and testing techniques.

Considerable ability to maintain effective working relations with other employees, contractors, and the general public.

Considerable ability to prepare clear and concise written reports and verbally desirable technical information to a lay audience.

Ability to read and draft maps and plat cross-sections.

Ability to follow oral and written instructions.

Ability to utilize a variety of modern office procedures and equipment, skill in using a personal computer is desirable.

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Personnel Director