**Position: Community Development Technician**

**Wage: $20.00 - $30.00**

**Type:** Full-Time

**Department:** Administrative Services

**Reports to:** Community Development Manager

**Job Summary:**

The Community Development Technician is a key position within the city, primarily responsible for overseeing the Building Division, facilitating building permits, inspections, and plan review. Additionally, this position will be a support role for all code enforcement efforts and assist the Emergency Manager in emergency service preparation requirements for the city.

**Essential Duties and Responsibilities:**

* Oversee the Building Division’s operations, including permit issuance, building inspections, plan reviews, and compliance with local and state building codes.
* Develop and implement policies and procedures to enhance the efficiency and effectiveness of building services and code enforcement.
* Assist the city's code enforcement efforts, ensuring compliance with zoning, building, health, and safety regulations.
* Coordinate with other city departments, government agencies, contractors, and the public on building and code enforcement matters.
* Assist the city’s Emergency Manager by assisting in the development of emergency preparedness plans, coordinate training and drills, and document preparedness activities.
* Maintain up-to-date knowledge of current building codes, construction methodologies, and safety standards.
* Handle complaints and resolve complex issues related to building and code enforcement.
* Participate in professional development opportunities and stay informed of new trends and legislation in the field.
* Continuous education and training to stay current with changes in building codes and inspection methodologies.
* Other duties as assigned.

**Qualifications:**

* Minimum of two years of experience in building construction, code enforcement, or a related field.
* Must possess a valid drivers license to operate a city vehicle.
* Work well on a team and be able to take direction.
* Knowledge of state and local building codes, zoning laws, and inspection procedures.
* Strong organizational, communication, and problem-solving skills.
* Proficient in relevant software, including basic computer programs and permit processing.
* Ability to interact effectively with the public, elected officials, and city staff.

**Physical Requirements and Working Conditions:** Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle; strength to inspect various construction sites, including traversing uneven terrain, climbing ladders, and standing for long periods.

\*Updated 10/2023

*\*South Weber City provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*