

Planning Permit Technician

Opens: Monday, August 31, 2020

Closes: Tuesday, September 8, 2020

Hiring Range: \$17.00—\$21.00 per hour

Competitive Benefits Package—see page 4



Millcreek, Utah's newest city, is hiring an entry-level paraprofessional Planning Permit Technician to work under the direction of the Community Development Director. The Planning Permit Technician devotes a significant amount of time on routine administrative tasks and often works closely with the public on a regular basis to provide customer service on planning issues. Successful Planning Permit Technicians may be asked to perform professional-level, Planner I duties of limited complexity as a trainee.

ESSENTIAL JOB FUNCTIONS

1. Provides technical assistance and information to staff and the public in the administration of specific planning programs areas or ordinances.
2. Reviews building plans and zoning permit applications to assure compliance with requirements such as use, bulk, placement, and parking ratios.
3. Performs routine office tasks in designated program areas, including data entry, file management, copying and answering telephone.
4. Develops and maintains automated tracking systems, and electronic files and records.
5. Prepares narrative staff reports and recommendations of limited complexity, such as special use permits and variances.
6. Researches and compiles information on a variety of planning issues from multiple sources.
7. Prepares public notices or property owner verifications.
8. Prepares maps, charts, tables of limited complexity.
9. Investigates violations of planning regulations and ordinances, including site visits.
10. Attends public meetings, assisting other planning staff as appropriate.
11. Reviews building permits and development applications for accuracy and completeness, and coordinates with building permit technicians and others in the City as needed.
12. Schedules development review consultations and land use hearings as required.
13. Perform other duties as assigned.

POSITION(S) SUPERVISED:

This position has no supervisory responsibilities.

Application Process:

Interested applicants should submit a resume with cover letter and references to:

Millcreek Human Resources
Attn: Stephanie Bond
3330 South 1300 East
Millcreek, UT 84106
OR
sbond@millcreek.us

MINIMUM QUALIFICATIONS

1. Required Education and Experience:

- a. Graduation from high school or GED;

AND

- b. Two (2) years experience in plans review, zoning administration, and building code issuance of surveying.

2. Preferred Education:

- a. Bachelor's degree in urban planning, architecture, construction management, social sciences, or other closely related field.

3. Knowledge, Skills and Abilities:

- a. Knowledge of planning principles and practices, including pertinent specialties.
- b. Knowledge of principles and practices of research and data collection.
- c. Knowledge of effective writing techniques.
- d. Statistical, algebraic or geometric knowledge and ability to apply such knowledge in practical situations.
- e. Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS.
- f. Oral communication and interpersonal skills to explain rules and procedures clearly to the public.
- g. Problem-solving skills to gather relevant information to solve vaguely defined practical problems.
- h. Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
- i. Ability to work on several projects or issues simultaneously.
- j. Ability to work independently or in a team environment as needed.

WORKING CONDITIONS

1. Environment: Work is performed primarily in a standard office environment.

2. Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

3. Vision: See in the normal visual range with or without correction.

4. Hearing: Hear in the normal audio range with or without correction.

5. Attendance/Work Schedule: Employee is expected to be in the city offices during normal business hours Monday through Friday, however incumbent may be required to work extended hours including evenings and weekends.

Final candidate must be able to pass background check and pre-employment drugscreen.

Millcreek participates in the federal Employment Eligibility Verification Program ([E-Verify](#)). If hired, your continued employment will be contingent upon confirmation of your employment eligibility through the E-Verify system.

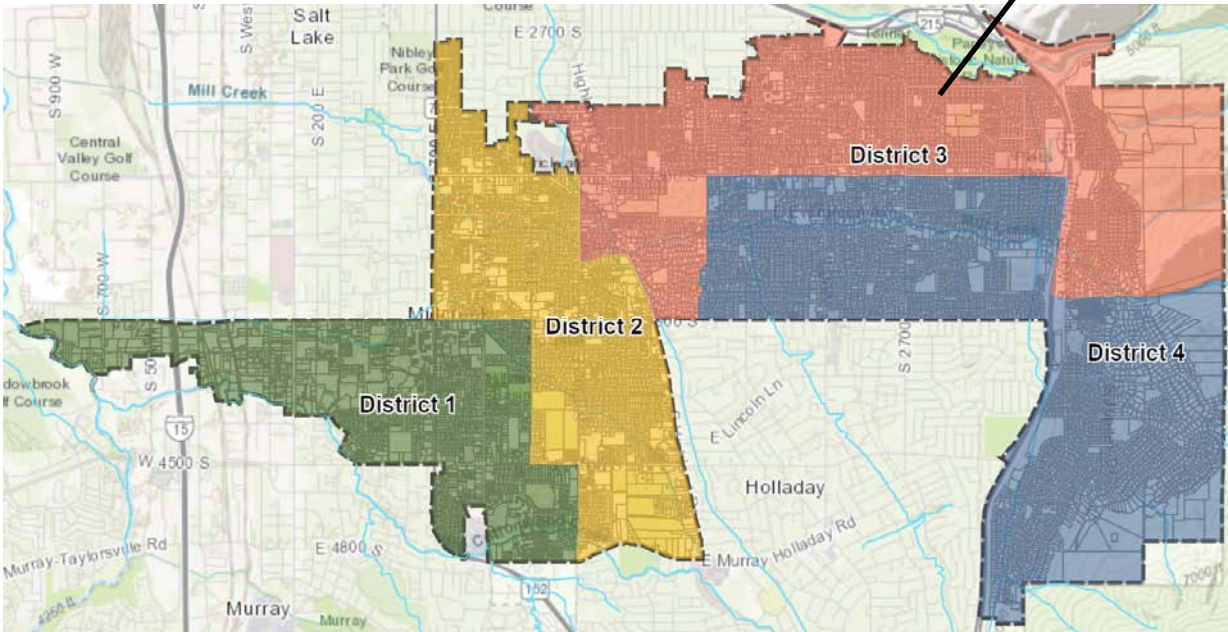
Millcreek is an equal opportunity employer without regard to age, marital status, color, disability, national origin, sex, sexual orientation, gender identity, race or religion.

To request accommodation under the Americans with Disability Act, please contact Kurt Hansen, khansen@millcreek.us or (801) 214-2700.

About Millcreek

Millcreek incorporated as a municipal government in December 2016.

Located in Salt Lake County, Millcreek is Utah's 12th largest city with a population of approximately 61,000 people. The diversity of people and access to resources provided to the residents of Millcreek are unparalleled. Many of Millcreek's neighborhoods were founded by pioneers whose descendants continue to live here and welcome the "new American" population to bring rich cultural experiences. A hub for outdoor recreation, Millcreek residents have outstanding access to year-round recreational activities, along with a strong sense of community and volunteerism which make the City an amazing community that our residents are proud to call home.



The city's borders stretch from eastern Millcreek Canyon all the way to the Jordan River in the west, with Salt Lake City to the North and Murray and Holladay cities to the south.

Did you know?

The inventor of the television, Philo T. Farnsworth, worked at the Baldwin Radio Factory in the early 1920's, located at 3474 South 2300 East in Millcreek.



Millcreek is home to St. Mark's hospital, the City's largest employer. St. Mark's employs over 1700 people, which has helped create a prominent medical hub within the city boundaries.



Millcreek runs from the Jordan River to Millcreek Canyon, which supports Millcreek's motto "connected by nature." It is no wonder that Millcreek is home to many outdoor recreation businesses.



Visit www.millcreek.us

for more information about the city and services provided.



MILLCREEK BENEFITS OVERVIEW

PUBLIC EMPLOYEES

July 1, 2020 through June 30, 2021

Millcreek is proud to offer a comprehensive benefits package that is available to all full-time employees.

Medical and Dental Insurance



Benefits begin the date of hire. Millcreek offers two options for medical insurance: PEHP Traditional plan or PEHP High Deductible plan. Between these two plans, employees have the option to select the Advantage network (IHC) or the Summit Network (Mountain Star). Dental insurance is also available through PEHP.

The City pays 85% of medical and dental plan costs.

Vision Insurance



This coverage is optional and is paid for by the employee.

Life Insurance and Accidental Death & Dismemberment



Group term life insurance of \$100,000 is provided to the employee, \$5,000 for spouse, and \$2,000 per eligible dependent at no cost. Additional supplemental life insurance may be purchased by the employee. The City also provides a \$50,000 Line-of-Duty Death Benefit and a \$10,000 Accidental Death Benefit to the employee at no cost.

Flexible Spending Accounts (FLEX\$)



Tax Savings

Employees may elect to enroll in the FLEX\$ program offered by PEHP. Employee contributions are made bi-weekly and these funds can be used to pay for eligible medical expenses (up to \$2,750 per year, and \$500 may be rolled over to the next plan year) and for dependent child care expenses (up to \$5,000 per year) on a pre-tax basis.

Health Savings Account (HSA)



Employees who are enrolled in the PEHP High Deductible plan will receive a pre-tax contribution from Millcreek, once per fiscal year, to fund the account. Contribution amounts rely on the tier of medical coverage chosen by the employee. Employees have the option to make bi-weekly pre-tax contributions to their HSA account in addition to the contributions made on behalf of Millcreek.

Paid Time Off (PTO)



Employees accrue 6.15 hours of paid time off (PTO) per pay period and may carry a maximum of 320 hours at any given time. Accrual rates increase with years of service.

Paid Holidays



Employees receive twelve paid holidays a year, including a floating holiday that is determined by the City Manager.



Flexible Schedule

Employees have the option to work a traditional work schedule (8-hour day, Monday-Friday) or may opt into a 9/80 flex schedule (eight 9-hour days, one 8-hour day and every other Friday off).



Employee Assistance Program

A counseling and consultation service through IHC Live Well is provided to help employees and eligible family members with a wide range of personal issues. This plan is paid for by the City and there is no out of pocket expense to the employee to participate.



Education Tuition Reimbursement

Full-time employees may receive tuition reimbursement for courses of study which are directly related to the employee's current position or are beneficial to the City, not to exceed \$5,000 per fiscal year and subject to City Manager approval.



COLA and Merit Increases

Employees may receive COLA and/or Merit salary increases based on performance evaluations, market adjustments, and/or the availability of funds as allocated by the City Council.



Retirement – Pension

Millcreek funds a pension plan and/or 401(k) account through Utah Retirement Systems (URS) on the employee's behalf. Specific contributions vary based upon hire date and the tier the employee falls under and will be discussed further at the time of hire. For more information please visit (www.urs.org).



Retirement – Savings Plans

Employees have the option to contribute to a variety of additional savings account options through URS including 401(k), 457, and Roth IRA. Contributions can be made on a pre-tax or post-tax basis through bi-weekly deductions.



Social Security Exemption

Millcreek has elected to withdraw from the Social Security system. Because of this exemption, Millcreek and the employee will each contribute 6.2% to an approved URS retirement savings account chosen by the employee on a bi-weekly basis, for a total of 12.4%.



Other Benefits

Bereavement/Funeral Leave, Jury Duty Leave, Military Leave, Emergency Leave, Safety Awards, Training Opportunities, Employee Luncheons, Onsite Fitness Equipment, Off-Site Employee Engagement Activities, and other Department Specific Awards.

This document was created to provide general information about the benefits offered at Millcreek and is subject to change at the City's discretion. Please contact Human Resources for questions or more details.