

City of Black Diamond, Washington

Job Description

Job Title: **PERMIT TECHNICIAN**
Department: Community Development
Reports to: Community Development Director
Compensation: \$5,052 - \$6,465 (monthly)
FLSA Status: Non-Exempt

SUMMARY:

Perform such tasks as accepting, reviewing, routing and issuing permit applications for Building, Planning, Public Works, and Fire. The position works with continual public and inter-departmental contact and is under pressure to meet deadlines. Permit Technicians are responsible for the proper application and issuance of permits and compliance with City of Black Diamond practices.

SCOPE:

Reports to: Community Development Director

Accepts, receipts, reviews and routes permit applications and issues permits for various City departments. The position will serve as the initial contact between the public and City Departments by greeting walk-in visitors, providing information and assistance pertaining to permitting functions, and disseminating appropriate paperwork and requirements to customers. Provides specialized information and assistance for a full range of projects requiring knowledge of City zoning codes, building codes, land use codes and associated federal, state and local regulations and ordinances.

WORK ENVIRONMENT:

Work is primarily performed in an indoor office setting with extended periods at a computer, sitting or standing. Physical effort is needed to move, lift and carry office equipment, supplies, and other permitting materials. Basic communication skills such as talking, seeing and hearing are needed for frequent person-to-person contact, and telephone usage. The nature of the work has frequent interruptions and contact with the public and staff, and requires strong communication skills. Duties require attending some night meetings.

ESSENTIAL FUNCTIONS:

- Accepts, receipts, reviews, routes and issues permit applications for various City departments including street use, utility, clearing and grading, building, fire, demolition, plumbing, mechanical, signs and special event permits. Reviews and routes land use applications for the Community Development Department.
- Determines and assigns the type and length of route for the permit application (concurrent or sequential) based on the location of the project, type of development agreement, and type of application. Utilizes various and complex

types of permit submittal requirements. Recalls processing, timeframes, and issuance procedures for over 30 different types of permit applications.

- Acts as primary contact for the Community Development Department, answering questions related to City departments; tracks and answers questions related to status of permit applications; contacts applicant when permit is ready for issuance; communicates with personnel from other departments regarding status of permits.
- Assists the public in completing applications for building, planning and other related permits issued by the Permit Center. Provides answers to technical questions posed by applicants concerning zoning codes, building codes, fire codes, codes related to Public Works, and other similar regulations. Directs applicants to appropriate staff as needed.
- Calculates and collects permitting fees due; provides statements of charges and receipts to the applicant and to the Finance Department.
- Receives, reviews, and processes a variety of forms, applications and plans necessary for issuance of development and construction permits.
- Prepares and enters technical data into an automated program related to the issuance of specific permits.
- Informs or instructs customer with regard to public records requests; distributes customer oriented information literature; develops and maintains manuals and packets.
- Coordinates daily inspections with building inspectors; schedules pre-construction meetings; maintains city addresses and building files.
- Performs simple plan and specification review to assure compliance with requirements for permit application. Provides sufficiency review for permit applications.
- Prepares correspondence to developers and contractors regarding the sufficiency of their applications and noting additional information or changes required.
- Develops, distributes and maintains customer information literature and forms.
- Works closely with the Code Compliance Officer to obtain compliance on sign, building and land use code.
- Prepare and reconcile invoices for permits, outside consultants, and other types of fees; responsible for refunding and tracking of deposits and over charges.

- Complete monthly/annual federal and county census reporting; respond to requests for building statistics
- Utilize software to capture data and prepare reports for internal and external use.
- Responsible for assigning addresses to vacant property; verify and validate address corrections
- Act as primary coordinator for special event permits.
- Responsible for creating and updating permit submittal requirements and make available on the website.
- Act as primary coordinator for public records request for Community Development.
- Other projects and tasks as required.
- May provide administrative support assistance to a variety of departments, including staffing of meetings of appointed boards and commissions and preparing meeting minutes

QUALIFICATIONS:

Education and Training:

Graduation from high school and two years responsible clerical or other experience related to construction; or any combination of education and experience, which would provide the applicant with the desired skills, knowledge, and ability required to perform the job. Customer service experience strongly preferred.

Licensing and Certification:

Certification as a Permit Technician from the International Code Council (ICC) or ability to obtain within one year.

Knowledge, Skills, and Abilities:

- Knowledge of municipal codes, rules, regulations, policies and procedures.
- Knowledge of manual and computerized record keeping systems and related office equipment.
- Knowledge of recordkeeping requirements for permitting processes.
- Ability to read and interpret maps, construction drawings and legal descriptions.

- Ability to analyze, interpret and accurately review construction and improvement applications and submittals.
- Ability to read, interpret, apply and explain codes, rules, regulations, policies and procedures to a wide range of applicants.
- Ability to establish and maintain effective working relationships with other staff agencies, and the general public.
- Ability to perform various tasks while subject to interruption and to perform work according to schedules and time lines with a service-oriented attitude.
- Ability to communicate effectively both internally and externally using tact, patience, and courtesy.
- Ability to operate a variety of office equipment, including a personal computer.
- Ability to attend periodic after-hours meetings, take meeting minutes, and maintain files as required by law.

The statements contained herein reflect general details as necessary to describe the principle functions of this classification, 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.