CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Fire Permit and Addressing Technician**	**UNION:1937**
		SG:11
CLASS TITLE:	**Permit Technician**	**CS:Y**
		FLSA:Y
DEPARTMENT:	**Fire**	**EEO4CODE:TE**

JOB SUMMARY:

Accepts, reviews, routes and tracks permit applications for fire construction and fire operational permits. Ensures completeness of fire permit applications and issues permits in accordance with State law, City standards, policies, and practices. Provides service and technical assistance to the public and development professionals by providing information and guidance regarding fire permit application processes, code requirements and addressing standards. Performs address review on all land use, building, and fire permits; resolves addressing conflicts and assigns new street names, addresses, and suite/unit numbers in accordance with the City's addressing ordinance. Maintains a regular working relationship with the Fire Communications Division Chief and What-Comm 911 Communications Center Dispatch Supervisor.

SUPERVISORY RELATIONSHIPS:

Reports to the Life Safety Division Chief or designee. Work is performed under general supervision and the guidance of Departmental procedures, City policies, and ordinances.

ESSENTIAL FUNCTIONS:

1. Provides technical assistance and information to the public and development professionals regarding fire permit processes, codes, development standards, and relevant City ordinances at the public service counter, via email correspondence, and on the telephone. Explains fire permit provisions and inspection requirements to applicants. Tracks and answers questions related to status of permit applications and communicates with personnel from other departments regarding permit status. Explains City requirements and procedures in a clear, concise manner.

2. Reviews and accepts fire construction and operational permit applications to ensure completeness and accuracy. Reviews and interprets plans, project specifications and documents, applying knowledge of codes and regulations pertaining to permits in order to enforce code compliance. Updates and maintains records in permit tracking software. Calculates plan review fees from standard tables. Within established guidelines, reviews and approves simple fire construction permits for "over-the-counter" construction permit issuance.

3. Performs address reviews on City land use projects, building permits, and fire permits to assign street names, addresses, and suite/unit numbers in accordance with codes, ordinances, and regulations. Reviews architectural and civil site plans against existing

location addresses shown in the City's GIS system to assign new addresses. Uploads address records in the City's GIS system using ArcGIS software. Resolves addressing conflicts and inaccuracies including implementing correctional processes for incorrect existing addresses based on ordinance requirements. Performs site audit inspection for addressing assignments as needed.

4. Chairs the City's interdepartmental addressing committee. Schedules and conducts meetings, creates agenda and supporting materials and takes and records minutes. Collaborates with other committee members to resolve addressing challenges.

5. Creates and verifies monthly address and street name reports and distributes to local 911 dispatch centers, State and County organizations, utility providers, and other interested parties per City ordinance. Coordinates with U.S. Postal Service for approval of new street names and address assignments. Monitors annexations in municipal areas and coordinates with county and city officials regarding associated changes in street range numbers, or names.

6. Serves as records manager for the Life Safety Division. Maintains filing system and complies with records maintenance rules, regulations, and retention schedules. Responds to public disclosure requests under the Public Records Act ensuring compliance with legal requirements and applicable City policies. Assists with maintaining and updating TEGRIS fire systems testing database.

ADDITIONAL WORK PERFORMED:

1. Following Life Safety Division guidelines, maintains the Fire Operations Permit (FOP) database, adding and deleting businesses as needed. Prepares Fire Inspectors' quarterly inspection assignments for review by the Life Safety Division Chief. Prepares reports for statistical analyses.

2. Performs related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills and Abilities):

Knowledge of:
- Construction terminology, materials and methods and life safety standards and requirements.
- Considerable knowledge of applicable local, State, and federal laws, codes, and standards related to fire and building permit review.
- Considerable knowledge of address assignment procedures, standards, and ordinances.
- GIS concepts, geo-processing functions, and mapping and surveying principles.

Skill in:
- Reading and interpreting building and construction plans, blueprints, site plans, parcel maps, and legal descriptions.
- Providing technical assistance and information to the public and development professionals regarding permitting process, fire codes, and relevant City ordinances in person, via electronic communication, and over the telephone
- Computer and web-based applications including TRAKiT, BlueBeam Revu, ARC GIS/CityIQ, Word, Excel, Outlook, and TegrisFire.

- Strong interpersonal skills to work effectively with the development community, City addressing committee, other City department representatives, regulatory agencies, and the public.
- Excellent organizational, problem solving, and decision-making skills.

Ability to:
- Explain City procedures and processes to individuals with varying levels of technical knowledge.
- Establish and maintain positive, effective working relationships with associates, contractors, owners, and the public.
- Maintain accuracy and attention-to-detail in an atmosphere of constant interruptions.
- Work independently in carrying out position responsibilities.
- Maintain Consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone and fax machine;
  - Occasionally sit or stand for long periods of time;
  - Frequently communicate accurate information and ideas with others;
  - Occasionally move between worksites;
  - Occasionally transport objects up to 50 pounds.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting with the majority of time spent at a computer workstation in an environment that experiences frequent interruptions. Makes occasional site visits in the field; exposure to weather conditions is minimal. Some travel may be required for work-related meetings.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Certification from International Code Council (ICC) as a Permit Technician at time of hire.

OR

- One year of direct experience as a Permit Technician, in development plan review, in development inspection, or in permit issuance, that includes working with the public, AND ability to obtain ICC certification as a Permit Technician within one year of hire.
- Experience with municipal addressing and platting is highly desirable.

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State driver's license and good driving record required. Candidates must submit a three-year driving abstract prior to hire.
- Employment contingent upon passing a criminal convictions and local background check.

PREPARED BY: R. Richard
E. Weinberg
5/2022

REVIEWED BY: _____
Bill Hewett
Fire Chief