CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Planning & Community Development Permit Technician** **UNION:1937**
SG:109
DEPARTMENT: **Planning & Community Development** **CS: Y**
FLSA: Y
EEO/SOC:TE/43- 4199

JOB SUMMARY:

Provides service and assistance to the general public and development professionals by giving information, direction and technical assistance regarding the permit application process and multi-disciplinary information in specialized areas. Responsible for accepting, reviewing, routing and tracking permit applications for building, land use, utility installation, street and civil construction, and development applications. Works with the public and has inter-departmental contact to facilitate coordination and cooperation in the permitting process. Responsible for ensuring completeness of permit applications and that permits are issued in compliance with City standards, policy, and practices. Independently performs regular and recurring complex work according to established procedures

SUPERVISORY RELATIONSHIPS:

Reports to assigned department lead, supervisor or manager. May receive technical or work direction from the Building Official or other positions, depending on job assignment and department. Works under immediate supervision and the guidance of applicable federal, state and local statues, regulations, policies, procedures and contractual agreements, and City and departmental policies, procedures, technical standards and protocols.

ESSENTIAL FUNCTIONS OF THE JOB:

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

2. Reviews and accepts permit applications to ensure completeness and accuracy. Reviews and interprets plans, specifications and documents, applying knowledge of codes and regulations pertaining to permits in order to enforce code compliance.

3. Responsible for completing initial project review, using applicable codes, standards and other departmental regulations. Determines when projects requiring more extensive or specialized review are routed to other staff and other departments as appropriate.

4. Assists in ascertaining availability of City utilities, street and main extension requirements. Provides street, water and sewer locations and record drawings using GIS and other computer applications.

5. Calculates plan review fees from standard tables.

6. Prepares and enters technical data into automated permit tracking program related to the issuance of specific permits. Issues permits for standard or expedited plans. Explains permit provisions and inspection requirements to applicants.

7. Performs the work of the Permit Clerk or other lower classified staff as assigned.

ADDITIONAL WORK PERFORMED:

1. Performs related work of a similar nature or level.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):

Knowledge of:

- Working knowledge of construction terminology, materials and methods.
- Working knowledge of applicable codes and regulations, including but not limited to, International Building Code and related construction codes; environmental, land use planning, zoning, stormwater management and erosion control regulations; development guidelines and improvement standards; and other pertinent City development regulations.
- Proficient in reading and interpreting building and construction plans, blueprints, site plans, parcel maps and legal descriptions.
- Strong interpersonal skills to work effectively with the public and assist them with questions and problems related to permit applications. Ability to handle difficult situations with tact and assertiveness.

Ability to:

- Explain City procedures and processes to individuals of various levels of technical knowledge.
- Effectively write and communicate to prepare reports and letters to builders and developers.
- Establish and maintain positive, effective working relationships with associates, contractors, owners and the general public.
- Work independently in carrying out position responsibilities.
- Handle several tasks simultaneously and to meet deadlines while maintaining accuracy and attention to detail in an environment of frequent interruptions.
- Plan, organize and problem solve, utilizing strong decision-making, planning and organization and decision-making skills.
- Proficiently use permit tracking, Geographic Information Systems (GIS), and other standard software applications such as word processing and spreadsheet applications.
- Read architecture and engineering scales.
- Ability to 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 keyboard, mouse, phone and fax machine.
    - Frequently remains stationary for long periods of time.
    - Frequently communicate accurate information and ideas with others.
    - Occasionally move between worksites.
    - Infrequently transport objects weighing up to 50 pounds

WORKING ENVIRONMENT:

The Permit Technician performs detailed technical work requiring a high degree of concentration and knowledge with frequent interruptions. Work is performed indoors in a busy public office setting frequently responding to the public at the service counter and on the telephone. Also uses a computer workstation with long periods of sitting or standing. Environment includes a normal range of noise and other distractions and occasionally outdoors in all weather conditions to perform site inspections. Employees are required to use appropriate safety equipment and follow safety practices.

EXPERIENCE AND TRAINING REQUIREMENTS:

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

OR

- One year of direct experience in development plan review, development inspection and permit issuance, which includes working with the public, AND must obtain and maintain ICC certification as a Permit Technician within one year of hire.

- Certification from ICC as a Plans Examiner is desirable.

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State driver's license and good driving required. Candidates must submit a three-year driving abstract prior to hire.
- Employment contingent upon passing a criminal convictions and local background check.
- Failure to obtain and maintain required certifications within established time limits will result in demotion to a lower classification for which qualified or dismissal if not qualified for a lower classification.

PREPARED BY: L.Palmatier/K.Nabbefeld/M.Barrett 10/23 **REVIEWED BY:** B. Lyon, P&CD Director