CITY OF BELLINGHAM
JOB DESCRIPTION

JOB TITLE:	**Permits Reviewer**	**UNION:1937**
		SG:113
CLASS TITLE:	**Engineering Technician**	**CS:Y**
		FLSA:Y
DEPARTMENT:	**Public Works, Engineering**	**EEO4CODE:TE**

JOB SUMMARY:

Reviews and approves single family and multi-family building permit applications for public works permit aspects including water and sewer services, driveways, right-of-way use, street obstructions and utilities installations for work within the City's rights-of-way. Provides customer services for technical information related to infrastructure requirements, permit process, permit applications and related issues. Reviews Whatcom County building permits involving City utilities. Cross-trains to expand knowledge and serve as back-up to Construction Inspector, as time permits.

SUPERVISORY RELATIONSHIP:

Reports to Engineering Manager. Works independently under informal supervision and in accordance with applicable department procedures, City policies, City Municipal Codes, state laws and regulations, Uniform Building and Plumbing codes, AWWA Manual, City Development Guidelines and Improvement Standards and other applicable engineering standards. Maintains close working relationships with City and County employees and officials.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Reviews and approves City and County single family, and multi-family building permit applications for compliance with local ordinances, state and federal codes and regulations.

2. Provides information and technical assistance to the general public as well as professional developers regarding permit processes and infrastructure requirements. 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.

3. Prepares Local Improvement District agreements from prepared templates.

4. Generates public works permits for water and sewer services, driveways, right-of-way use, street obstructions, utility installations, and other permits for work within the City's rights-of-way.

5. Calculates water and sewer demand fees for new service applications and other impact fees.

6. Serves as back-up to Construction Inspector as time permits.

ADDITIONAL WORK PERFORMED:

1. Maintains list of bonded contractors meeting the requirements to work in City rights-of-way.

2. Copies maps and collects money for maps sold over the counter; writes receipts and maintains records.
3. Performs related duties and assists in other areas of engineering as assigned.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

- Basic knowledge of cross connection control requirements.
- Knowledge of construction standards and requirements.
- Knowledge of applicable local, state and federal laws, codes and standards related to building permit review.
- Familiarity with department requirements for developing and subdividing land.
- Knowledge of basic civil engineering design for streets and utilities.
- Knowledge of a variety of computer software programs including word processing, spreadsheet, data base management, GIS, and automated permit tracking system.
- Good problem solving skills, oral and written communication skills and ability to resolve conflict effectively.
- Ability to understand and interpret City ordinances and Public Works requirements and standards.
- Proficient in reading and interpreting building and construction plans, site plans, parcel maps and legal descriptions.
- Ability to maintain accuracy and attention to detail in an atmosphere of constant interruptions.
- Ability to establish and maintain effective working relationships with diverse groups including employees, contractors, developers and the general public.
- Physical ability to perform essential functions of the job.

WORKING ENVIRONMENT:

Work is primarily performed in an office setting and requires sitting, standing, working at a counter, or in front of a computer terminal. Also involves intermittent visits to building sites in the field where standard safety practices are followed.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Successful completion of one (1) year of vocational training in engineering technology, or equivalent, AND
- Three (3) years of experience in utility construction (sewer, water or stormwater), surveying and/or other related technical engineering work.
- A combination of education and experience that provides the applicant with the required knowledge, skills and abilities will be considered.
- Regular City employees who meet the experience and training requirements will be considered for promotional opportunities in the class.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State Driver's License and good driving record. A three-year driving abstract must be submitted prior to hire.
- Ability to obtain Washington State certification as Cross Connection Specialist.

PREPARED BY: L.McGowan-Smith
C. Powers
B.Ecker
J. Smith
1/03

REVIEWED BY: _____
Rory Routhe, Asst. Director
Public Works, Engineering

_____
Dick McKinley, Director
Public Works

COMMISSION ALLOCATION: _____