

CITY OF CHEHALIS POSITION DESCRIPTION

Class Title: **Permit Technician**
Department: **Community Development**

FLSA Status: Non-exempt
Union Status: Represented
Updated: September 2015

*Position descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are **not** intended to reflect all duties performed within the job.*

NATURE OF POSITION:

This position is responsible for coordinating and performing a variety of research, permit review, front desk, tracking and technical duties related to the City's building and planning permit functions. Requires broad knowledge of permit code practices and procedures.

SUPERVISION RECEIVED:

This position works under the supervision of the Community Development Director.

SUPERVISION EXERCISED:

None generally. As assigned or required may train, provide direction or act as a lead worker to other staff, seasonal/temporary, community service, and/or volunteer workers. May exercise project related supervision over consultants or contractors as assigned or required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here.

Coordinates, tracks, and processes permit applications ensuring that policies and procedures are followed in the receipt, routing, and processing of permit applications. Calculates fees and routes application; monitors application progress for status reports to the applicant and City departments on a regular basis; prepares plans and permits for issuance, processes and issues business licenses.

Coordinates and performs building and permit front desk functions and assists the public and building contractors in completing permit applications.

Receives the public and answers questions; responds to inquiries from employees, citizens and others, and refers, when necessary, to appropriate persons. Responds to the public in a courteous, respectful and tactful manner.

Maintains accurate and up to date files for planning and building, assists in processing invoices, and processing all land use and building applications.

Maintains accurate, up-to-date records of the permit process.

Prepares and provides legal notices for a variety of applications.

Develops and distributes the Development Review Packet and tracks permits using permit system software.

Plans and performs a variety of building and planning research functions such as review of property ownership, easements, and other land use matters. May approve and issue minor land use permits at the discretion of the Community Development Director.

Issues permits for minor repairs, alterations, additions and demolitions not requiring plan review or structural changes. May assist and act as back up for the Building Official and perform minor inspections.

Serves as a resource regarding basic construction/design requirements, land use related procedures, development standards, schedules, process information, and other procedural issues.

Copies and distribute building code, zoning ordinance, engineering, maps, forms or other informational brochures and handouts requested by staff or the public.

Processes paperwork, forms, reports, correspondence and other documents, including confidential information, from within the city as well as outside agencies.

Prepares and/or reviews and edits a variety of correspondence, reports. Compiles information and performs minor research for various studies and reports. Requires judgment as to content, accuracy, and completeness.

Prepares agendas and reports; compiles and prepares meeting materials for distribution; prepares meeting locations; and attends meetings to take notes and compose clear, accurate, and comprehensive minutes for various committees and boards.

Responsible for performing delegated administrative duties, exercising independent judgement, discretion, and confidentiality at all times.

Maintains proficiency in and regularly uses permit system software, MS Windows and MS Office (including, but not limited to MS Excel and MS Word).

Creates copy and maintains assigned sections of the department's website.

Establishes and maintains effective working relationships with individuals at all levels, including public officials, co-workers, community groups, and the general public. Often works independently and with limited supervision.

Maintains productivity and self-motivation in accomplishing assigned tasks and duties. Meets deadlines and develops and follows personal work plan to accomplish assignments and objectives within available resources.

Learns, evaluates and applies applicable laws, ordinances, and department rules and regulations. Follows established procedures and meets adopted standards. Follows directions and implements or carries out written and/or oral instructions and assigned duties.

Successfully participates in and completes training and obtains and maintains applicable certification and/or licensing and eligibility in:

- Open Public Meeting Act
- Public Records Disclosure and Dissemination
- State of Washington Notary Public

Operates office machines/equipment as required.

Maintains familiarity with city's geography and landmarks in order to compile and provide information.

OTHER DUTIES

Maintains regular, reliable and punctual attendance.

Effectively communicates orally and in writing using the English language.

Serves as a Notary Public.

May on occasion be required to work weekends and before or after normal working hours.

Travels within city and county, as well as out of town, which may include attending meetings, events, conferences, seminars, and training sessions.

Organizes and maintains office library under the general direction of the Community Development Director.

Maintains and orders departmental equipment and supplies, receives invoices, and may deliver or pick up needed documents or items.

Follows all applicable safety rules and procedures.

And such other related tasks, duties and responsibilities as assigned.

REQUIRED QUALIFICATIONS

Education and Experience:

Graduation from an accredited high school or GED equivalent.

College and/or technical school level course work in permit functions, business, public administration, planning, construction management or closely related field.

Minimum of two (2) years of progressively responsible experience in office and administrative work.

Minimum of two (2) years' experience land use permitting and zoning code application and in the administration and issuance of a variety of building and construction permits involving application of building and planning codes and contact with the general public.

In place of the above requirements, any combination of education and experience that provides the applicant with the required knowledge, skills and abilities to perform the job may be considered as qualifying.

Licenses, Certifications and Other Requirements:

Must be 18 years or older at time of employment.

Must possess a valid Washington State Drivers License with good driving record. Out of state applicants must possess valid license for state of residence and must obtain valid Washington State Drivers License within 30 days of appointment. Finalists for this position will be required to provide a Driving Record Abstract for review by the City Of Chehalis.

Certified as a Public Notary in the State of Washington.

Must successfully satisfy a background investigation.

Must be bondable.

Working Knowledge Of:

Commonly used construction terminology, public works, building and planning functions, permit processing, code procedures and municipal liabilities.

Computers and electronic data processing, including Microsoft Office Suite and other specialized software.

Office practices and procedures.

Skilled In:

Operating listed tools and/or equipment.

Accurate typing skills with a required minimum of 30 wpm.

Organizational and administrative skills.

Ability To:

Establish good and effective working relationships with representatives from other agencies, public officials, staff, citizens and community groups.

Read, comprehend and write the English language and to effectively communicate detailed and technical information and recommendations both verbally and in writing, and to understand, follow and transmit written and oral instructions.

Exercise sound judgment in analyzing issues, identifying alternative solutions, projecting consequences, and making decisions and recommendations. Ability to take ownership of decision making and deal constructively with conflict.

Work independently with only general supervision.

Use sound reasoning and judgment in the performance of job functions.

Perform basic arithmetic computations and data entry functions accurately.

Meet the physical demands of the job and perform essential job functions.

Desired Skills and Abilities (not required):

Academic courses or certifications in any of the building trades and/or current certification as a Permit Technician through International Code Council.

Prior experience using permit tracking software.

Working knowledge of building and/or land use codes.

MACHINES, TOOLS AND EQUIPMENT USED IN PERFORMING ESSENTIAL JOB FUNCTIONS:

The machines, tools and equipment described here are representative of, but not limited to, those that may be used by an employee to successfully perform the essential functions of the job.

A variety of standard office equipment including personal computer with word processing, spreadsheet, database, and proprietary (building permit, code enforcement and licensing) software, 10-key calculator, telephone, cash register, typewriter, fax and copy machines, postage machine, and audio recording and transcription equipment. Motor vehicles. Ladders and small hand tools may be used for minor inspections. Personal protection equipment including face, eye and hearing protection may be required on some locations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is regularly required to: Sit or stand in a stationary position for an unspecified duration, perform repetitive movements/motion in job-related tasks, move around in a typical office, shop and construction site, operate typical office equipment and supplies, climb ladders and stairs, stoop, bend, kneel, crouch or crawl as necessary for various job-related tasks, communicate verbally with others. Visits to field facilities, construction sites or maintenance operations may require walking moderately long distances through steep or uneven ground, including during adverse weather conditions.

Hand-eye coordination and manual dexterity is necessary to operate a computer keyboard, keep records, and utilize various pieces of office equipment. Requires normal ability to read and visually process information - specific vision abilities include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus. Employee must be able to hear and speak well enough to receive and communicate information over the counter, by telephone, and in person.

The employee must regularly perform Medium Work – lifting and/or exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Lifting of heavier equipment, such as a large ladder, may occasionally be required.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office settings but occasionally in vehicles and outdoor settings as well. Outdoor work includes visits to building or construction sites and may require mobility under and on top of and around structures, machinery and equipment. Works may take place on wet, loose, and/or uneven surfaces, and in some unpleasant situations including but not limited to unsanitary, wet and/or humid conditions.

The noise level is generally that expected in a typical office environment, however higher noise levels may be encountered in association with construction or maintenance activities and equipment. The employee is routinely exposed to household cleaning supplies and/or basic office supplies (eg. copy machine toner), noise, traffic and vehicle hazards. Other hazards including smoke, noxious odors, fumes and chemicals may be encountered while visiting other locations.

The duties and responsibilities listed above are intended to be illustrative only of the type of work performed. The omission of other specific duties does not exclude them from the requirements of the position if they are similar, related or logical assignments to the position.

The position description does not constitute an employment agreement between the City and the employee and is subject to change by the City as its needs and the requirements of the job change.
