



# JOB DESCRIPTION

<b><u>Job Title:</u></b>	<b>Permit/Planning Technician</b>
<b><u>Department:</u></b>	<b>Community Development Department</b>
<b><u>Reports To:</u></b>	<b>Principal Planner</b>
<b><u>Overtime Classification:</u></b>	<b>Non-Exempt</b>
<b><u>Date:</u></b>	<b>March 2016</b>

**Definition:**

This position performs activities to support current planning-related functions, including coordination of the permitting process and providing assistance in issuing city permits. Responsibilities include verification that application documents are complete, logged, and filed; calculation and acceptance of fees; tracking and routing of documents for review; verification of project completion; and appropriate notification to applicants when necessary. Ongoing assistance must be provided to the general public, contractors, developers and federal, state and local jurisdictions which requires a knowledge and understanding of planning, building and construction terminology and administrative procedures. Information must be provided regarding individual projects and miscellaneous assistance to the Senior Permit Center Coordinator, city staff, and other internal and external customers. Daily responsibilities also include departmental clerical duties that assist in the development and maintenance of filing systems, application forms, and the permit tracking system. This is a full-time (40 hours per week) position, which is FLSA-covered and eligible for overtime compensation.

**Supervision:**

Work under the supervision of the Principal Planner.

**Essential Job Functions:**

- Provide technical assistance and information to staff regarding specific planning programs and projects.
- Coordinate applicable individuals, departments, agencies and processes for the receipt, review, routing and tracking of applications for city building, planning and development permits; assure all requirements are identified and satisfied.
- Assist the public in completing applications and respond to inquiries in person, by phone, e-mail and regular mail, explaining the permit application process, regulations, codes, etc., governing land use certification; review for accuracy and completeness and determine if additional applications or permits are required. Outline questions beyond scope of authority to supervisor or other appropriate staff.
- Determine completeness of various types of permit applications prior to acceptance, including the preliminary review and interpretation of plans, specifications, and documents for compliance with specific city adopted building and development codes, when directed.
- Intake and process city permits and licenses, including but not limited to building, land use, and fire.

- Work with the Senior Permit Center Coordinator in the development of new processes and systems for the review and issuance of permits.
- Provide a variety of specialized and detailed information to contractors, developers, and the general public concerning, but not limited to, zoning designations, the land use permit process, comprehensive planning, building information, easements, setbacks, building and planning standards, and licensing.
- Perform routine office tasks associated with permit and planning program areas, including data entry, file management, copying and scanning, permit file organization and maintenance of tracking systems.
- Develop and maintain automated tracking systems, hard copy files, and respond to requests for copies of public records.
- Research and compile reports for various agencies on a variety of planning topics (when and if building permits are issued, status of land use developments, and buildable lands data) from multiple sources.
- Review information from drawings and other related documents to ensure compliance with city municipal codes and city standards.
- Enter and retrieve information for databases and compile required reports.
- Perform a variety of calculations to determine applicable fees, assessments, and/or payments. Maintain accurate record keeping of decisions, conditions, etc.
- Log, record and file documents, forms, correspondence, etc., according to established filing system.
- Schedule and coordinate meetings with staff & applicants.
- May perform minor plan review on small over-the-counter permits; provide sufficient review for permit applications.
- Driving is essential to perform job functions (see special requirements).

**Non-Essential Job Functions:**

- Perform special projects, as assigned.
- Perform various research and mapping projects, as assigned.
- Perform other duties of a similar nature or level.

**Qualifications:**

- Knowledge of principles and practices of research and data collection.
- Knowledge of effective writing techniques.
- Familiarity with office methods, procedures, practices, and business writing.
- Knowledge of computer and proficiency in Microsoft Office Software (Word, Excel, and Publisher), and Adobe programs.

**Ability to:**

- Communicate effectively, both orally and/or in writing.
- Comprehend and apply technical information.
- Perform mathematical, statistical, and general algebraic calculations related to plan review, maps, fees and tables.
- Read and interpret maps, codes, regulations, standards, specifications, legal descriptions and various government documents.
- Perform research on responsibility-related topics and present findings and valid conclusions.
- Operate a personal computer and various software programs necessary to accomplish job duties.
- Maintain effectiveness when under pressure with interruptions and challenging deadlines.
- Organize and prioritize work assignments.
- Deal effectively with the public, and maintain effective working relationships with those contacted in the performance of required duties.

**Education and Experience:****Minimum Criteria:**

Any combination equivalent to: One (1) year of specialized/technical training in building codes and/or engineering technology; or one (1) or more years of planning experience involving significant interaction with the general public, preferably in a customer service capacity; or an Associate of Arts (AA) Degree; or an equivalent combination of education and experience to provide sufficient evidence of the successful performance of the essential elements of the job such as those previously listed.

**Preferred Criteria:** *(In addition to Minimum Criteria)*

Bachelor's Degree in Regional/Urban Planning or a related field. Experience as a municipal government employee. Knowledge of an electronic permit tracking system. Certification as a Permit Technician through the International Code Council (ICC).

**Special Requirements:**

- Possession of a valid Washington State driver's license, or the ability to obtain one within one month.
- Acceptable results on a complete driving record, which would include no serious violations or frequently repeated violations.
- Acceptable results from a nationwide criminal background check.
- Proper documentation to fulfill the requirements of the Immigration and Nationality Act within three (3) days of employment is a condition of employment with the City of Covington.

**Physical Demands and Work Environment:**

- **Constant Demands:** Sitting, talking, hearing, seeing, a negligible amount of force to constantly move objects.
- **Frequent Demands:** Standing, walking, stooping, kneeling, reaching, bending at waist, twisting above the waist, lifting, grasping, repetitive hand and arm motion, and fine finger manipulation in the use of a computer.
- **Occasional Demands:** Driving, climbing stairs and ladders, pushing, pulling, working at heights/balancing, crouching, kneeling, squatting, grasping, exerting up to 20 lbs. of force.
- **Environmental Factors:** Office environment with low noise levels; subject to constant interruptions.