

CITY OF BURIEN, WASHINGTON
JOB DESCRIPTION

Title: Permit Technician
FLSA Status: Non-Exempt
Salary Grade: 480

Dept.: Community Development
Reports to: Building Official

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

General Position Summary

Performs a variety of complex and routine technical, clerical and administrative work in the processing and issuance of building permits, public works right-of-way permits, and land use permits.

Essential Functions

- Supports and models the identified vision, values and behaviors of the organization.
- Provides general zoning, building, land use and related code information and application forms to permit applicants and the general public, and provides guidance in filling out various applications and forms, making sure applicants understand the permitting process and the necessary information and attachments required to submit an accurate and complete application.
- Directs builders, developers and the general public to the appropriate city code, regulation manuals, or information sheets for specific information.
- Processes permit applications by accepting the application, checking for accuracy and completeness, calculating fees, receipting money, entering into permit tracking system, routing to appropriate review staff, monitoring application progress for status reports, preparing plans and permits for issuance and reconciling receipts daily. Issues simple, routine permits within scope of authority and responsibility assigned.
- Issues over-the-counter permits.
- Reviews permit applications and determines appropriate routing.
- Prepares public information regarding division's processes and procedures.
- Maintains accurate and timely records of all building, planning and engineering permits and files, including but not limited to: maps, plans, inspection records, application forms, and all departmental records and files. Inputs, maintains and compiles a variety of data on permitting activity.
- Assists in establishing efficient and effective procedures for permit processing.
- Operates office equipment including telephones, copiers, facsimile machines, computers, and calculators.
- Performs other duties as assigned.

Secondary Functions

- Performs code enforcement research.
- Coordinates and tracks permit status and progress.
- Serves on and participates in various employee committees.
- Participates at the committee level in MyBuildingPermit.com.

Job Scope

Work is subject to recurring work situations with occasional variations from the norm. The incumbent operates independently, with minimal supervision, from established and well known procedures and contributes to the development of new concepts.

Supervisory Responsibility

This position does not have supervisory responsibility.

Interpersonal Contacts

Contacts are usually made with others both inside and outside the organization. Contact with the public is primarily face to face and on the phone.

Specific Job Skills**Knowledge of**

- Modern office practices and procedures, and appliances.
- Word processing, spreadsheet, and database programs.
- City government functions, policies, ordinances, building and planning codes.
- Composition principles, grammar and punctuation techniques.
- Computerized permit tracking system knowledge is desirable.

Ability to

- Compose correspondence and reports.
- Type 40 words per minute.
- Operate a phone, computer, calculator, copy machine, fax, and ruler.
- Accurately maintain a variety of records.
- Make accurate decisions about the types of plan reviews and corresponding routing required for various types of applications.
- Accurately read maps and drawings.
- Establish and accurately maintain a filing system.
- Maintain effective relationships with other employees, the general public, appointed and elected officials and other public and private agencies.
- Work with City personnel and the general public in a courteous and tactful manner.
- Exercise individual initiative and discretion in confidential matters.
- Demonstrate attention to detail.
- Communicate clearly verbally and in writing.
- Understand, interpret and efficiently carry out oral and written instructions.
- Manage multiple projects simultaneously.
- Work efficiently in a fast-paced work environment subject to frequent interruptions.
- Meet deadlines.

Mental Activities

Position requires continuous decision making; frequent use of discretion, interpersonal skills, teamwork, customer service, problem analysis, ability to perform basic math and to write, understand, read, and speak English; occasional independent judgment and/or action; and rare negotiation, creativity, training/supervising, presentations/teaching, and performance of advanced math.

Physical Activities

Position requires frequent standing, walking, talking, hearing, and repetitive motions of hands and wrists, sitting, fingering, handling, and bending; occasional feeling; and rare stooping, reaching,

kneeling, climbing, and repetitive motions of feet. The position also requires the ability to push, pull, lift and carry ten pounds.

Education and/or Experience

- Graduation from high school or equivalent supplemented with courses in construction building technology or related field plus two years responsible experience as a permit technician or similar information resource in a building, planning, or public works environment OR any combination of education and experience that provides the required knowledge and abilities.
- Experience working for a municipal organization highly desirable.

Special Requirements

- Successful completion of pre-employment background check, including credit check.
- ICC Permit Technician Certification within six months of hire.
- Adobe Acrobat Pro and permit software system experience preferred.

Job Conditions

Work is performed in an office which is busy, oriented to public service and subject to constant work interruptions. The noise level in the work environment is moderate.

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