CITY OF ELLENBURG

EMPLOYMENT OPPORTUNITY

PERMIT TECHNICIAN

DEPARTMENT: Community Development
SALARY: $3,325 - $4,156/month
OPENING DATE: May 29, 2015
CLOSING DATE: June 12, 2015

JOB SUMMARY:
This position will work under the general supervision of the Building Official with specific instructions and supervision on work of unusual or more complex nature. The permit technician is the front counter information and permitting specialist for both the planning and building functions of the Community Development Department and is responsible for providing a broad range of information to the public concerning development regulations. The permit technician is responsible for accepting, reviewing for completeness and routing of building, land use and development applications. Accept, review and issue simple over-the-counter permit applications. Work continually with public and departmental contact often under pressure to meet deadlines. Accept questions and complaints and work with professional and technical staff involved to identify and communicate solutions to the public and department customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
All of the following are to be performed while adhering to City of Ellensburg operational policies, safety rules, and procedures. This position requires regular and consistent attendance to accomplish the following essential functions:

Serve as the primary public reception contact for the Department

Receive building permit applications, check for completeness, enter data into current computer permit tracking system and route information to appropriate staff for review; monitor permit status, add notes, calculate fees, create receipts and issue permits with current computer permit tracking; when review is complete compile all documents, notify customer, and issue permit; maintain files in accordance with records retention policy

Receive, review for completeness, and process a variety of forms, applications, and plans necessary for issuance of land development permits

Supply general information to the public, City staff, and other state and local agencies about a multitude of building code and land development code issues, as well as procedures and processes related to: building permit submittal requirements and design criteria, building permit internal review workflow, building inspections, development standards and processes for land development projects, SEPA review, variances, conditional permits, zone changes, short and long plats, critical area review procedures

Provide directions, maps, and other general data

Enter data and create building reports as necessary for the public, City staff and for state and local agencies

Assist the public in completing applications for simple and over-the-counter building, planning and other related permits
Calculate and collect permit fees due; provide receipts to applicant and accurately enter fee information in cash receipt system, prepare and make deposits

Update department website and enter documents and information into the department website document center as needed

Prepare legal notices, documentation and various administrative reports as well as perform research for building-related matters

Receive public disclosure requests and process accordingly

Work in conjunction with planning division staff to process miscellaneous office financial documents and payroll for the Community Development Department, under direction of Department Director

Provide assistance for miscellaneous studies, information gathering, and reports; Serve as recording secretary for Building Appeals Board including scheduling meetings and preparing correspondence; write miscellaneous letters; perform routine clerical tasks such as making copies, etc.; assists in asset management for department

Other duties may be assigned.

This is a representative sample—not to imply a complete listing of responsibilities and tasks.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:
Associate’s degree (A.A.) or equivalent from a two-year college or technical school and one year related experience and/or training that is directly related to construction or land development codes; or general area of administrative laws and regulations; or equivalent combination of education and experience. Desire Municipal experience along with training and experience in building code requirements and the issuance of building permits.

LANGUAGE SKILLS:
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to management, public groups, and/or boards and commissions.

MATHEMATICAL SKILLS:
Ability to work with mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to learn architectural and engineering scales.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:
(A) Basic working knowledge of construction principles, building codes; development codes, zoning laws, comprehensive plans; knowledge of planning programs and processes; basic working knowledge of manual and computerized recordkeeping systems and related office equipment;

(B) Ability to learn and obtain a basic working knowledge towards reading, understanding, and explaining building codes; construction drawings and supporting documentation; ability to learn to analyze, interpret and accurately review construction applications and submittals; ability to learn and obtain a basic working knowledge of the City’s municipal codes related to
LANES development, critical areas, land use zoning and other related regulations and ordinances; ability to learn to read, interpret and explain maps, blueprints, and legal descriptions; ability to read, interpret, apply and explain basic codes, regulations, policies and procedures;

(C) Ability to perform various tasks while subject to interruption and perform work according to schedules and time lines; ability to plan and organize many and varied work assignments; ability to maintain an excellent attention to details;

(D) Ability to skillfully use a computer with data processing and spreadsheet programs, such as MS Office; skill in the operation of office tools and equipment such as copiers, fax machines, and document shredders; Ability to learn and become very proficient in the use of the current computer permit tracking software program;

(E) Ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public; ability to represent department goals and objectives; ability to establish effective working relationships and communicate effectively using tact, patience, and courtesy.

SPECIAL REQUIREMENTS/CERTIFICATION:
Must possess a valid Washington State driver’s license by date of hire and maintain insurable driving record. ICBO Permit Technician Certification within one year desired.

TOOLS AND EQUIPMENT USED:
Various types of materials and equipment are used: paper records, permit documents, plans and specs, site building and area maps, local, county, state and federal codes and ordinances, legal notices, land use planning documents, construction and design requirements, development standards, historical files, computers, including word processing; motor vehicle; calculator; phone; copy and fax machine; various graphic design tools. Future work practices may necessitate the use of different tools and equipment.

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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to operate a computer and other office equipment such as a copy machine, calculator, etc. The employee is frequently required to be in a stationary position and move about inside the office to access file cabinets/drawers at different levels, office machinery, etc.

Frequently communicate with employees and customer who have questions both in person and on the telephone. Must be able to exchange information accurately.

The employee must frequently move/transport up to 25 pounds and occasionally move/transport more than 50 pounds.

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.

While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate. The environment is sometimes stressful in trying to meet customer needs.
KEY RELATIONSHIPS:
The key relationships described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee will provide information, collect information, and solve problems with staff and other City departments, various City Boards and Commissions either in writing, by telephone or in person.

The employee will coordinate projects and activities with City staff and various city commissions in writing, by telephone and/or in person.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

BENEFITS: Public Employees Retirement System and Social Security; Medical/Dental/Life/ Disability Insurance, vacation, sick leave, holidays. Membership in Office & Professional Employee Union required within 60 days of employment.

FILING OF AN APPLICATION: A COMPLETED ORIGINAL CITY OF ELLENSBURG APPLICATION FORM IS REQUIRED. A RESUME SUBMITTED IN LIEU OF THE COMPLETED APPLICATION PACKET WILL NOT BE PROCESSED. Application forms may be obtained from the 1st floor foyer or Human Resources Department , 501 North Anderson Street, Ellensburg, WA 98926. All applications will be reviewed and those applicants who most satisfactorily meet the requirements will be tested and/or interviewed. Reference checks will be made prior to an offer of employment. Appointment will be made as soon thereafter as possible.

Regular City Employees covered under the Collective Bargaining Agreement between City of Ellensburg and OPEIU will be given first consideration.

IN ACCORDANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986, ALL NEW EMPLOYEES WILL BE ADVISED OF ACCEPTABLE DOCUMENTS TO VERIFY IDENTITY AND WORK AUTHORIZATION, WHICH MUST BE SUBMITTED WITHIN THREE (3) DAYS OF DATE OF HIRE. THIS IS A CONDITION OF EMPLOYMENT WITH THE CITY OF ELLENSBURG.

The City of Ellensburg is an equal opportunity employer and encourages applications from all persons without regard to race, creed, color, national origin, sex, age, marital status, disability or any other non merit factor. We will provide reasonable accommodation to disabled applicants, if requested and the Human Resources Department is notified at least two (2) days prior to the need.

THE CITY OF ELLENSBURG IS AN EQUAL OPPORTUNITY EMPLOYER
EOE/M/F/D/V

HUMAN RESOURCES PHONE NO.: (509) 962-7222
FAX NO.: (509) 962-7143