

CITY OF TOPPENISH
Class Specification

Title: Permit Coordinator

Department: Administrative Services

FLSA Status: Non-Exempt

Reports To: *Administrative Services Director

Effective Date: April 19, 2019

General Summary:

Provides the full range of permit and land use services provided by the City. This position is responsible for independent review, acceptance and timely processing of all land use, building, plumbing, mechanical, fire and public works permit applications and for providing the public with technical information regarding the City's policies, building codes, permitting and development review process; includes heavy customer contact and requires the ability to work under pressure. Immediate supervision is available upon request.

Essential Functions/Major Responsibilities:

- Project coordination and management of projects, starting from the beginning phase of the pre-application meeting, land use entitlement, infrastructure permitting, to the end phase of building permit submittal and issuance. Facilitates and schedules pre-application meetings and staff meetings for projects.
- Reviews and receives development applications for Building, Fire, Grading, Right-of-way, Utility and Land Use permits, checks plans and submittal items for acceptability and completeness. Communicates deficiencies to applicants; determines and calculates applicable fees. Analyzes plans in relation to applicable codes and regulations to determine if additional applications may be required.
- Routes plans for review; manages project review comments and communication, acting as a liaison between the applicant and reviewers; monitors and coordinates review of plans; assesses requirements imposed by plan reviewers for completeness; prepares correspondence to applicant regarding reviewer comments and additional submittal requirements.
- Serves as a main point of contact for customers, interested parties and staff to check on the status of reviews; provides forms and submittal checklists for all development and permit application types.
- Under supervision, responds to inquiries from developers, architects, engineers, contractors and the general public regarding permitting and land use application requirements and processes, City development codes and regulations including zoning and permitted land uses; explains and provides information regarding the permit application process and permit types required.
- Maintain, modify, and update permit database programs. Inputs all information into permit tracking database from paper and on-line submittals; verifies completeness of data.

- Verifies permit issuance readiness and issues permits; ensures that all essential reviews have taken place and issues are resolved prior to issuance of permits.
- Calculate and document permitting and land use fees at submittal and prior to permit issuance; ensure impact fees have been credited to applicable permits. Accepts bonds, and ensures all pertinent information is received and is compliant with bonding requirements.
- Performs plan review for minor right-of-way and roofing permit applications.
- Attends and serves as Planning Commission secretary.
- Supports the relationship between the City of Toppenish and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; promotes City goals and priorities in compliance with all policies and procedures.
- Performs related duties and responsibilities as required or assigned.

Knowledge, Skills, and Abilities

- Basic knowledge of a broad variety of procedures and regulations applicable to processing land use, building, fire, and engineering permit applications for review, and issuance of permits.
- Ability to interpret and apply federal, state and local municipal codes, laws and regulations related to permitting and land use.
- Ability to manage difficult or agitated customers.
- Ability to communicate effectively both orally and in writing, clearly and convincingly with professionals, developers, builders and others on a wide range of technical development, building, licensing and related topics.
- Basic skill in the use of permitting and other relevant software to enter and search data, maintain records and generate reports.
- Ability to meet schedules and timelines by planning and organizing many and varied work assignments.
- Working knowledge of complex application requirements per internal procedures, the Toppenish Municipal Code, and related State RCW's/WAC's.
- Ability to review and make judgments regarding special and/or uncommon permit requests; issue and condition such permits based on general guidelines; and recognize when to seek guidance for determining if review is needed.
- Ability to read and interpret plans and specifications related to permitting and development proposals, and the ability to navigate maps.
- Ability to handle several tasks simultaneously while maintaining accuracy and attention to detail in an environment of frequent interruptions.
- Ability to perform arithmetic calculations accurately.
- Ability to create a variety of forms, applications, and publications.
- Ability to establish and maintain effective working relationships with other staff, agencies, elected officials, and the general public.

License and Certification Requirements

A valid Washington State Driver's License is required.

Must possess an International Code Council (ICC) Permit Technician certification or obtain certification within two (2) years of appointment.

Education and Training

- High School Diploma or GED
- One-year experience in customer service.
- One-year experience in a permitting and land use environment desired.
- Experience with word processing, spreadsheet and database management software.
- Experience with permit tracking software desired.

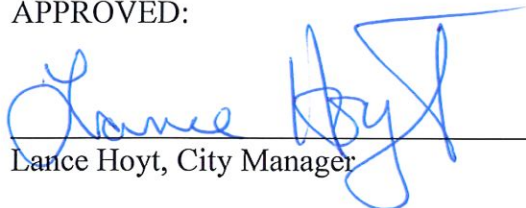
OR

- Any combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job will be considered.

Physical Demands and Working Environment

Work is performed in a standard office environment.

APPROVED:


Lance Hoyt, City Manager

4/19/19
Date