

CITY OF TOPPENISH

Class Specification

Position Title: Permit Technician

Department: Development Services

Reports To: Building Official

FLSA Status: Non-Exempt

2021 Salary: \$3,655 to \$4,899

Union Status: Represented

Effective Date: January 19, 2022

General Summary

Under general supervision, responds to inquiries from contractors, builders, engineers, architects, and the public by providing information about the City's permitting process. Accepts permit applications for building, plumbing, mechanical, fire, land-use, and public works permits; calculates fees and valuations, inputs data into city's permitting software system; issues all permits and schedules inspections. Serves as the department's records manager. The position encounters heavy customer contact and requires the ability to work under pressure. Immediate supervision is available upon request.

Essential Functions/Major Responsibilities

- Serves as the initial point of contact for all permitting inquiries by phone, in person and e-mail. Responds to inquiries regarding construction and building code regulations; reads, understands, and interprets common engineering drawings and dispenses information regarding zoning, utility type and location, and building codes.
- Receives permit applications for building, fire, grading, right-of-way, utility, and land-use permits. Performs initial review of all applications for compliance requirements of a completed permit application.
- Issues all permits issued by the city and accepts requests for and schedules necessary inspections and/or installation services.
- Responds to inquiries regarding business licenses and residential rental registration, explaining application processes for both permits and licenses issued by the State and the City. Accepts applications over the counter and in the mail.
- Calculates fees and valuations for permit applications, accepts and collects fees for permit applications and performs initial review of all applications for compliance with requirements of a completed permit application.
- Accepts and processes payment of code enforcement penalties, rental registrations, land use applications and re-inspections.
- Balances cash receipts daily and prepares deposits for Finance Division.
- Records all permit applications; tracks and answers questions as to the status of permit applications; and contacts applicants when permits are ready for issuance. Schedules and logs requests for inspections. Coordinates permit and application issues with supervisor and staff. Researches and prepares reports, correspondence, and other documents.

Essential Functions/Major Responsibilities cont.

- Responds to requests from City Clerk's Office for responsive records for Public Records Requests.
- Requires regular and reliable attendance.
- Performs other duties as required.

Knowledge, Skills, and Abilities

- Knowledge of City ordinances and municipal codes, building codes, and construction standards.
- Knowledge of building construction technology, standard practices, and design.
- Working knowledge of MS Word, Excel, Adobe, and database management software.
- Knowledge with permitting software desired.
- Knowledge of modern office practices and procedures.
- Working knowledge of business arithmetic, standards principles and practices of clerical, accounting and booking as required by the position.
- Ability to perform a variety of mathematical computations and moderately complex clerical tasks.
- Ability to accurately perform typing/data entry at an acceptable level.
- Ability to work efficiently and effectively using a computer database.
- Ability to meet and deal with the public in a pleasant and courteous manner, and at times, under stressful situations.
- Ability to read, understand, and interpret maps, plans and common construction and engineering drawings.
- Ability to understand and apply moderately complex guidelines to varied operations requirements.
- Ability to operator equipment associated with the position in a proper manner.
- Ability to communicate effectively in English orally and in writing.
- Ability to communicate verbally in Spanish desired, but not required.

Working Conditions

May encounter angry or upset residents or customers. Subject to frequent interruptions and extensive contact with the public.

Environment

Work is performed primarily in an office environment while sitting at a desk or computer terminal for extended periods of time or while standing for a period of time. Occasionally needs to move inside the office to access file cabinets, office machinery, etc. Continuous use of both hands in reaching/handling/grasping/fingering while performing duties operating on computers.

Environment cont.

Occasional heavy work includes lifting and carrying up to 20 pounds. Occasionally ascends/descends stairs and ladders while maintaining balance. Continuous use of all senses including feeling/talking/hearing/seeing while performing duties and while communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory. May work alone or with others. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Minimum Qualifications and Experience**Education and Training**

High School Diploma or GED. Two-years' experience in customer service. One-year experience in a permitting and land use environment 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.

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 one year of appointment.

APPROVED:



Lance Hoyt, City Manager

1/20/2022

Date