City of Bellingham
Classification Specification

CLASS TITLE	**Lead Permit Technician**
DEPARTMENT	**Interdepartmental**
UNION:	**1937**
SG:	**110**
CS:	**Yes**
FLSA:	**Y**
EE04/SOC CODE:	**TE/43-1011**

NATURE OF WORK:

Leads and assigns day-to-day work to Permit Technicians and Permit Clerks in addition to providing service and assistance to the general public and development professionals by giving information, direction and technical assistance regarding the permit application process and multi-disciplinary information in specialized areas. Responsible for accepting, reviewing, routing, and tracking permit applications for building, land use, utility installation, street and civil construction, and development applications. Works with the public and has inter-departmental contact to facilitate coordination and cooperation in the permitting process. Responsible for ensuring completeness of permit applications and that permits are issued in compliance with City standards, policy, and practices. Independently performs regular and recurring complex work according to established procedures.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Lead Permit Technician classification are responsible for performing routine to complex permit review duties in support of the City's permit center requiring thorough knowledge of building permit and plan review processes and procedures.

The Lead Permit Technician is distinguished from the Permit Technician classification in that incumbents in the former classification are assigned responsibility for providing ongoing lead work direction to lower classified staff requiring well developed technical knowledge of building code, development standards and land use regulations and the greater exercise of problem-solving skills and experience to independently perform tasks in all technical skill areas.

SUPERVISORY RELATIONSHIPS:

Reports to assigned department supervisor or manager. May receive technical direction from the Building Official or other positions, depending on job assignment and department. Works under general supervision and the guidance of applicable federal, state and local statues, regulations, policies, procedures and contractual agreements, and City and departmental policies, procedures, technical standards and protocols. The Lead Permit Technician assigns and directs the day-to-day work of lower-level classified staff, volunteers, interns and work study students, and provides technical or procedural guidance to resolve routine problems.

ESSENTIAL FUNCTIONS:

1. Provides technical assistance and information to the public and development professionals regarding permit processes, building codes, development standards, and

other relevant City ordinances at the public service counter and on the telephone. Tracks and answers questions related to status of permit applications, communicates with personnel from other departments regarding permit status. Explains City requirements and procedures in a clear, concise manner.

2. Reviews and accepts permit applications to ensure completeness and accuracy. Reviews and interprets plans, specifications, and documents, applying knowledge of codes and regulations pertaining to permits in order to enforce code compliance.

3. Responsible for completing initial project review, using applicable codes, standards, and other departmental regulations. Determines when projects requiring more extensive or specialized review are routed to other staff and other departments as appropriate.

4. Assists in ascertaining availability of City utilities, street, and main extension requirements. Provides street, water and sewer locations and record drawings using GIS and other computer applications.

5. Calculates plan review fees from standard tables.

6. Prepares and enters technical data into automated permit tracking program related to the issuance of specific permits. Issues permits for standard or expedited plans. Explains permit provisions and inspection requirements to applicants.

7. Responsible for training new Permit Technicians and assists in training new Permit Clerks.

8. Assists in running reports, data clean-up projects and other related projects and tasks requiring higher-level access to permit tracking software

9. Participates in implementing permit software upgrades, maintenance, and software testing.

10. Assists and participates in process improvement at the direction of the Permit Center Supervisor.

ADDITIONAL WORK PERFORMED:

1. Performs other related duties of a similar nature and level.

KNOWLEDGE AND SKILLS:

- Working knowledge of construction terminology, materials, and methods.
- Working knowledge of applicable codes and regulations, including but not limited to, International Building Code and related construction codes; environmental, land use planning, zoning, stormwater management and erosion control regulations; development guidelines and improvement standards; and other pertinent City development regulations.
- Proficient in reading and interpreting building and construction plans, blueprints, site plans, parcel maps and legal descriptions.

- Strong interpersonal skills to work effectively with the public and assist them with questions and problems related to permit applications. Ability to handle difficult situations with tact and assertiveness.
- Ability to explain City procedures and processes to individuals of various levels of technical knowledge.
- Good written communication skills to prepare reports and letters to builders and developers.
- Ability to establish and maintain positive, effective working relationships with associates, contractors, owners, and the general public.
- Ability to work independently in carrying out position responsibilities.
- Ability to handle several tasks simultaneously and to meet deadlines while maintaining accuracy and attention to detail in an environment of frequent interruptions.
- Good planning and organization skills, problem solving and decision-making skills.
- Proficient in use of permit tracking, Geographic Information Systems (GIS), and other standard software applications such as word processing and spreadsheet applications.
- Ability to read architecture and engineering scales.
- Ability to perform basic arithmetic calculations (addition, subtraction, multiplication, and division).
- Ability to maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
    - Frequently operates a computer and other office machinery such as keyboard, mouse, phone and fax machine;
    - Frequently remains stationary for long periods of time.
    - Frequently communicate accurate information and ideas with others.
    - Occasionally moves between worksites.
    - Infrequently transport objects weighing up to 50 pounds.

WORKING ENVIRONMENT:

The Lead Permit Technician performs detailed technical work requiring a high degree of concentration and knowledge with frequent interruptions. Work is performed indoors in a busy public office setting frequently responding to the public at the service counter and on the telephone. Also uses a computer workstation with long periods of sitting or standing. Environment includes a normal range of noise and other distractions and occasionally outdoors in all weather conditions to perform site inspections. Employees are required to use appropriate safety equipment and follow safety practices.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Certification from the International Code Council (ICC) as a Permit Technician at time of hire.
- Four (4) years of direct experience as a Permit Technician in development plan review, inspection and permit issuance, which includes working with the public.
- One (1) year experience training staff and documenting training procedures.
- One (1) year experience with permit tracking software including testing and maintenance.

- Certification from the International Code Council (ICC) as a Plans Examiner is desirable.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State driver's license and good driving record required. Candidates must submit a three-year driving abstract prior to hire.
- Employment contingent upon passing a criminal convictions and local background check.

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10/23

REVIEWED BY:_____

Elizabeth Monahan
Director of Human Resources

COMMISSION ADOPTION: _____November 8, 2023_____