City of Bellingham
Classification Specification

CLASS TITLE	**Public Works Permits Reviewer**
DEPARTMENT	**Public Works-Engineering**
UNION:	**1937**
SG:	**111**
CS:	**Entry/Promotional**
FLSA:	**Y**
EE04CODE|SOC:	**TE|43-1011**

NATURE OF THE WORK:

Reviews and approves permit applications for various commercial and residential projects within the City rights-of-way. Ensures compliance with water, stormwater, sewer, driveway, right-of-way, street obstruction, and utility installation standards. Provides customer service and technical information related to infrastructure requirements and processes, permit applications, and related issues. Collaborates with and reviews Whatcom County building permits involving City utilities.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from the Permit Technician classification specification by the requirement of specialized experience and knowledge in reviewing diverse building permit applications, land platting and construction standards related to public works operations, infrastructure requirements and processes and compliance requirements.

SUPERVISORY RELATIONSHIPS:

Reports to the Development Manager who assigns and reviews work. Works independently under general supervision and in accordance with applicable City Municipal Codes and state and federal codes and regulations, International Building Code and Uniform Plumbing Code, AWWA (American Water Works Association) Manual, City Development Guidelines and Improvement Standards, and other applicable engineering standards. Maintains close working relationships with City and County employees and officials. Serves as a technical resource and provides guidance to other permit technicians as necessary.

ESSENTIAL FUNCTIONS:

Permit Review and Compliance

1. Reviews and approves City and County commercial, single family, and multi-family building permit applications for compliance with local ordinances and state and federal codes and regulations.

2. Provides input into streamlining and improving processes, including assisting with development of new case types for permit tracking systems.

3. Prepares and maintains Local Improvement District agreements and related records.

4. Reviews County and City short plats to ensure compliance with City ordinances and Public Works requirements, including utility service availability, street pavement, and Local Improvement District commitments.

5. Compiles information for the Code Enforcement Officer and City Attorney regarding ordinance violations. Prepares responses to appeals for City Council, Planning Commission, or Hearing Examiner as necessary.

6. Monitors procedures and assists with processing Latecomer payoffs and estimates.

7. Reviews the accuracy, completeness, and usefulness of the Development Section's files and records system, including but not limited to contracts as assigned, Public Works permits, and Latecomer agreements. Coordinates updates or changes with the Development Manager, private development Project Engineers, and/or Project Records Coordinator.

Customer Service

1. Assists contractors and the general public in ascertaining availability of City utilities, street, and main extension requirements.

2. Generates Public Works permits for water, stormwater, sewer services, driveways, right-of-way use, street obstructions, utilities installations, and similar uses for work within the City's rights-of-way.

3. Calculates water and sewer demand fees for new service applications and other impact fees.

4. Provides technical assistance and information to engineers, architects, contractors, City staff, and the general public regarding infrastructure requirements and processes. Utilizes Geographic Information Systems (GIS), paper records, and microfilm records to provide site information such as street, water, and sewer locations. Responds to and answers questions regarding street vacation applications.

ADDITIONAL WORK PERFORMED:

1. Maintains a list of bonded contractors meeting the requirements to work in City rights-of-way.

2. Determines needs for backflow assemblies and, as backup for Utility Worker V, inspects installation of backflow assemblies.

3. Copies maps for customer use.

4. Provides input and assists with documenting and updating policies and procedures for the development section.

5. Performs other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Construction standards and requirements.
- Applicable local, State and federal laws, codes and standards related to building permit review.
- Subdivision and development requirements of land platting.
- Basic civil engineering design for streets and utilities.
- Basic math and ability to make computations accurately.

Skill in:

- Utilizing variety of computer software programs including word processing, spreadsheet, data base management, GIS, and automated permit tracking systems.
- Preparing technical materials and reports.
- Ability to maintain accuracy and attention to detail in an atmosphere of constant interruptions.

Ability to:

- Interact with the public and co-workers using courtesy, tact, and good judgment.
- Demonstrated problem solving skills and communication skills and ability to resolve conflict effectively.
- Understand and interpret City ordinances and Public Works requirements and standards.
- Establish and maintain effective working relationships with diverse groups including employees, contractors, developers, and the general public.
- 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 remain stationary for long periods of time;
    - Frequently operate a computer and other office machinery such as a keyboard, mouse, printer, phone, and fax machine;
    - Occasionally transport up to 30lbs.

WORKING ENVIRONMENT:

Work is primarily performed in an office setting at a computer workstation for extended periods of time. May occasionally complete site visits in the field with exposure to outside weather conditions. Employees are required to use appropriate safety equipment and follow established standard safety policies and practices.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Six years of experience in construction inspection, surveying, utility operations, or other related technical engineering work. Formal education or training in engineering

technology or related field may substitute year for year for the experience requirement up to a two-year maximum.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal background check.
- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire.
- Ability to obtain and maintain Washington State Certification as Cross Connection Specialist is required within twelve months of employment.

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COMMISSION APPROVAL: December 11, 2024