

City of Bellingham  
**Classification Specification - Civil Service or AFSCME**

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|-------------|--------------------------|
| CLASS TITLE | Senior Permits Reviewer  |
| DEPARTMENT  | Public Works\Engineering |
| UNION:      | 114                      |
| SG:         | 13                       |
| CS:         | Entry/Promotional        |
| FLSA:       | Y                        |
| EE04CODE:   | TE                       |

**JOB SUMMARY:**

Reviews and approves commercial, single family, and multi-family building permit applications for public works permit aspects including water, stormwater and sewer services, driveways, right-of-way use, street obstructions, and utilities installations for work within the City's rights-of-way. Provides customer service for technical information related to infrastructure requirements and processes, permit application and related issues. Reviews Whatcom County building permits involving City utilities. Employees in this position are assigned primary and secondary responsibilities.

**DISTINGUISHING CHARACTERISTICS:**

This class parallels the experience and training requirements of the Senior Engineering Technician classification. It is distinguished from the general classification by the requirement for specialized experience in construction standards/requirements, public works review of building permit applications of considerable variety and complexity, land platting, public works permit issuance and compliance, etc.

**SUPERVISORY RELATIONSHIPS:**

Reports to Development Services Manager who assigns and reviews the work. Works independently under informal supervision and in accordance with applicable City Municipal Codes, State laws 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 technicians.

**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, State and federal codes and regulations. Provides input into streamlining and improving processes, including assisting with development of new case types for permit tracking system.

2. Prepares Local Improvement District agreements; maintains appropriate records.
3. Reviews County short plats which propose to use City utilities to ensure proper service is available; reviews City short plats regarding street pavement and Local Improvement District commitments for compliance with City ordinances and Public Works requirements.
4. Compiles information for the Code Enforcement Officer and City Attorney regarding ordinance violations. Prepares responses to appeals for City Council, Planning Commission, or Board of Adjustment as necessary.
5. Oversees procedures and assists with processing Latecomer payoffs and estimates.
6. Monitors the accuracy, completeness and usefulness of the Development Section's files and records system, including but not limited to Utility Service Zone contracts, Public Works permits, and Latecomer agreements.

#### 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 and sewer services, driveways, right-of-way use, street obstructions, utilities installations, etc. 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 information to engineers, architects, contractors, City staff and the general public regarding infrastructure requirements and processes; street, water and sewer locations using GIS and microfilm records; answers questions regarding street vacation applications.

#### **ADDITIONAL WORK PERFORMED:**

1. Maintains a list of bonded contractors meeting the requirements to work in City right-of-ways.
2. Determines needs for backflow assemblies and, as backup for Water Distribution Specialist 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 related work of a similar nature and level.
6. Assists in other areas of the Division, as assigned.

#### **PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):**

- Considerable knowledge of construction standards and requirements.
- Considerable knowledge of applicable local, State and federal laws, codes and standards related to building permit review.
- Considerable knowledge of subdivision and development requirements of land platting.
- Knowledge of basic civil engineering design for streets and utilities.
- Knowledge of basic math and ability to make computations accurately.
- Knowledge of a variety of computer software programs including word processing, spreadsheet, data base management, GIS, and automated permit tracking systems.
- Ability to interact with the public and co-workers using courtesy, tact and good judgment.
- Good problem solving skills, oral and written communication skills and ability to resolve conflict effectively.
- Ability to understand and interpret City ordinances and Public Works requirements and standards.
- Ability to prepare technical materials and reports.
- Ability to maintain accuracy and attention to detail in an atmosphere of constant interruptions.
- Ability to establish and maintain effective working relationships with diverse groups including employees, contractors and developers and the general public.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform essential functions of the job including:
  - correctable visual acuity to read a computer monitor and typeset page
  - fine finger dexterity to manipulate computer keyboard and mouse;
  - lifting and carrying up to 30 pounds
  - standing for prolonged periods.

### **WORKING ENVIRONMENT:**

Work is primarily performed in an office setting and requires sitting, standing, working at a counter, or in front of a computer terminal. Makes occasional site visits in the field and follows standard safety practices.

### **EXPERIENCE AND TRAINING REQUIREMENTS:**

- One year of vocational training in engineering technology, or equivalent, required; AND
- Five years of experience in construction inspection, surveying and/or other related technical engineering work.
- A combination of education and experience which provides the applicant with the required knowledge, skills and abilities will be considered.

### **NECESSARY SPECIAL REQUIREMENTS:**

- Valid Washington State driver's license and good driving record. A three-year driving abstract must be submitted prior to hire.
- Ability to gain Washington State Certification as Cross Connection Specialist is required within twelve months of employment.

**PREPARED BY:** Ecker/Smith  
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11/93

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12/07

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Public Works Director

REF: PW Permits 3/80  
0364S 9/85

**COMMISSION APPROVAL:** \_\_\_\_\_ January 9, 2008