

SNOHOMISH COUNTY JOB DESCRIPTION

PERMIT TECHNICIAN, LEAD SR.

Spec No. 3332

BASIC FUNCTION

To perform a variety of technical tasks in support of a large scale, automated permit application and issuance program. The work includes the review, approval, acceptance and input of pre-permit and permit application information; verification of legal descriptions; assignment of addresses; detailed property, records and project history research; development and maintenance of a permit database; coordination of project status reviews; and the routing and monitoring of various building, construction and grading plans and applications through the building and land use permit review processes.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Leads employees and provides oversight to subordinates as required; prioritizes and assigns daily work and trains subordinates as necessary; reviews work in progress and upon completion to ensure accuracy and compliance with instructions and established procedures; handles day-to-day coverage issues.
2. Analyzes and resolves technical problems and questions encountered in the work which subordinate level employees cannot answer; receives, investigates and resolves the customer's questions, problems, and complaints.
3. Develops, recommends and implements procedural changes and systems for use by subordinate level employees in the work unit; may serve as liaison with other departments or divisions; coordinates work flow within the assigned area.
4. Screens applications and plans for adequacy; calculates and verifies fees, determines expiration dates, assigns permit numbers, reviews for requisite signatures and seals, ensures inclusion of necessary attachments and forms, determines appropriate routing of completed permits and plans.
5. Issues construction and land use permits using automated and manual procedures to conduct quality control reviews of all proposed project elements to ensure complete and accurate information prior to permit issuance.
6. Assigns, addresses and establishes all proposed project addresses in an automated system.
7. Verifies legal descriptions of property sites by comparing plans, maps, and/or county real estate records.
8. Reviews for completeness and final approval all utility and access permits in conformance with adopted codes and standards.
9. Reviews, approves and tracks construction project bonds in accordance with adopted codes.

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STATEMENT OF ESSENTIAL JOB DUTIES (continued)

10. Tracks and coordinates the final review and approval of subdivisions, including coordination with the County Executive and Council.
11. Receives customers and interviews to determine assistance needed; log customers into tracking system; provide assistance with all basic processes and permit information.
12. Coordinates routing of all projects including those that require expedition or have other unusual processing or monitoring requirements.
13. Performs detailed records research to generate construction and land use history of structures using multiple records sources; reconstructs use histories of sites for proper application of relevant codes and regulations involved in review and issuance of construction/land use permits.
14. Explains department policy and procedures to permit applicants regarding permit process, permit issuance, establishing addresses, plans routing and inspection monitoring.
15. Monitors project status, coordinates status reviews, determines appropriate course of action to bring projects to closure.
16. Updates the permit database and provides status information; generate and create data base reports for information as requested.
17. Provides general information and assistance to the public; explains services covered in policies, procedures, and schedules; locates information from counter records and provides it to the public as requested; provides the public with maps and handouts and files.

STATEMENT OF OTHER JOB DUTIES

18. Performs all duties of Permit Technician and other related duties of a comparable level/type as assigned.

MINIMUM QUALIFICATIONS

Two (2) years of support experience in a construction or land development firm or other related field, including practical experience with automated record keeping systems; PLUS, three (3) years of experience in Planning and Development Services (PDS); OR, any equivalent combination of training and/or experience that provides for the required knowledge and abilities. Must pass all job related tests.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- work related codes, ordinances, resolutions, legal opinions, guidelines and regulations governing the permit application process
- the Comprehensive Plan
- computer and internet technology
- departmental practices and procedures
- basic arithmetic
- standard office practices and procedures

Ability to:

- communicate with the general public and other county employees tactfully and courteously
- work independently with minimal supervision
- assist the public in determining what their needs are
- read, interpret and categorize data rapidly and accurately
- maintain accurate records and reports
- read and interpret legal descriptions
- read, interpret and apply work related codes, ordinances, legal property descriptions, legal opinions, and other legislation, regulations and guidelines governing the land use and right-of-way permit process

SUPERVISION

Employee receives direction from an administrative superior as assigned.

WORKING CONDITIONS

The work is performed in the usual office environment or at the permit counter which may involve standing for lengthy periods of time with a high degree of public contact.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: January 2006
EEO Category: 5 – Paraprofessionals
Pay Grade: 240 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous