

City of  
**EDMONDS**  
Washington

**SENIOR PERMIT COORDINATOR**

<b>Department:</b>	Development Services – Building	<b>Pay Grade:</b>	NE-11
<b>Bargaining Unit:</b>	SEIU	<b>FLSA Status:</b>	Non Exempt
<b>Revised Date:</b>	October 2012	<b>Reports To:</b>	Building Official

**POSITION PURPOSE:** Under general supervision, provides the full range of permit services provided by the Department; provides information regarding development regulations, procedures, ordinances and codes to owners, contractors, architects, engineers, developers and the general public; assists customers with resolution of questions, complaints, or application problems; coordinates with other staff and assists with and trains Permit Coordinators to develop and improve the permitting process.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Reviews commercial and residential applications for completeness with the City's Development Code, International Residential and Building Codes and all other associated codes; reads a wide variety of plans, specifications and other materials relevant to permit processing.
- Accepts and processes building permit applications that are within the ESLHA (Earth Subsidence and Landslide Hazard Area) designation.
- Enters commercial and residential permits and applications into permit tracking system; verifies State contractor and City licenses; collects fees.
- Processes application materials for reviewers; issues over the counter simple residential permits via online process; assigns conditions and inspections.
- Performs various administrative functions including: processing final building permits, purging files, tracking bonds, building permits and applications, sending out correspondence, reviewing and approving business license applications and following-up on expired permits.
- Receives and responds to telephone inquiries and email inquiries from the public at large; receives and responds to telephone and email inquiries from City departments; processes, logs and tracks requests for public records and coordinates public records requests with the City Clerk's office.
- Issues all building permits for residential and commercial projects coordinating with other departments to ensure all required approvals are obtained.
- Establishes and coordinates address assignments with City departments to other agencies.

**Required Knowledge of:**

- Development services permitting processes, current regulations and codes.
- Building construction concepts and technology.
- Maps, building codes, code books and related processes.
- Principles of customer service.
- Basic mathematical computations adequate to correctly perform work.

## **JOB DESCRIPTION**

### **Senior Permit Coordinator**

- Research methods and routine report creation and record keeping processes.
- Structure, organization and inter-relationships of city departments, agencies and related governmental agencies and offices affecting assigned functions.
- Effective oral and written communication principles and practices to include customer service.
- Modern office procedures, methods and equipment including computers and computer applications.
- English usage, spelling, grammar, and punctuation.
- Principles of business letter writing.

#### **Required Skill in:**

- Reading a variety of plans, specifications, and other materials related to the permitting processes.
- Monitoring and organizing work to meet schedules and timelines.
- Performing basic mathematical calculations sufficient to perform assigned responsibilities.
- Maintaining required records and producing a variety of routine reports.
- Interpreting and applying federal, state and local policies, laws and regulations related to area of responsibility.
- Utilizing personal computer software programs and other relevant software affecting assigned work.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Communicating effectively verbally and in writing including customer service.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

High School Diploma/GED Certificate and three years of experience in land use or building construction permitting with customer service/public contact that includes permit/application review; OR an equivalent combination of education, training and experience.

##### **Required Licenses or Certifications:**

Valid State of Washington Driver's License.

Must be able to successfully complete and pass a background check.

#### **WORKING CONDITIONS:**

##### **Environment:**

- Office and construction site environments.

##### **Physical Abilities:**

- Hearing, speaking or otherwise communicating to exchange information in person and on the telephone.
- Operating a computer keyboard and various tools.
- Reading and understanding a variety of materials.
- Bending at the waist, kneeling or crouching, reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.

**JOB DESCRIPTION**  
**Senior Permit Coordinator**

**Hazards:**

- Contact with dissatisfied or potentially abusive individuals.

**Incumbent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_