



CITY OF BLACK DIAMOND

24301 Roberts Drive ~ PO Box 599
Black Diamond, WA 98010

Phone: (360) 886-5700
Fax: (360) 886-2592

Dear Applicant,

April 21, 2017

Thank you for your interest in the position of **Permit Technician Supervisor** with the City of Black Diamond. This is a regular full time position with the City and is a Teamsters Local 117 represented position. Included with this letter you will find information of the hiring process, a position notice, position description, and an application form.

The City of Black Diamond is an Equal Employment Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, marital or veteran status, or any other legally protected status. Applicants requiring reasonable accommodation to the application and/or interview process should notify us immediately.

In an effort to obtain the best overall fit for the position of Permit Technician Supervisor the City will evaluate the information you submit along with the information gathered throughout the hiring process. It is our goal to have this position filled as soon as possible.

The following general information is designed to familiarize you with the hiring process for this position; **however, this process may be adjusted without further notice.**

- To be considered for the position the City must receive a completed original City of Black Diamond Application packet consisting of a completed City of Black Diamond application, letter of interest, current resume that demonstrates your ability to perform the functions of this position and displays the previous experience required and any supplemental education or training information that you wish us to consider that relates to this position. **Application deadline is Tuesday, May 9, 2017 at 4:30 p.m.**
- Application packets will be reviewed, those applicants chosen for an interview will be contacted by telephone, and those not selected will be notified by mail.
- The interview process may consist of, but not limited to any or all of the following: oral interview, written testing, situational exercise, and ability demonstration.
- All applicants interviewed will be notified by telephone of their status, a written notice will follow. The top applicant(s) will be notified prior to their references being contacted. A second interview may be held.
- If a suitable candidate is selected, a letter of offer for employment with the City of Black Diamond will be issued.

Should you have any questions, I encourage you to contact me at (360) 886-5700 or by email at bmartinez@blackdiamondwa.gov.

Sincerely,

CITY OF BLACK DIAMOND

Brenda L. Martinez
City Clerk/HR Manager

City of Black Diamond
Employment Opportunity
Permit Technician Supervisor

The City of Black Diamond, Washington, is a growing community of approximately 4,200 citizens with a rich historical heritage, exceptional natural setting and small-town atmosphere. The City is seeking qualified applicants for the position of Permit Technician Supervisor to perform a full range of duties to process permits and applications related to land use, construction and engineering activities within the City of Black Diamond. The City offers a monthly salary range of \$5,891 - \$6,962, with a comprehensive benefit package; this is a Teamsters Local 117 represented position. Application packets may be obtained at City Hall, 24301 Roberts Drive, Black Diamond, WA, 98010 or by calling 360-886-5700. Applications must be received by 4:30 p.m. on May 9, 2017.

CITY OF BLACK DIAMOND, WASHINGTON

JOB DESCRIPTION

Job Title: **PERMIT TECHNICIAN SUPERVISOR**
Department: Community Development
Reports to: Community Development Director
Compensation: \$5,891 - \$6,962 per month
FLSA Status: Non-Exempt

SUMMARY:

Performs a full range of duties to process permits and applications related to land use, construction and engineering activities within the City of Black Diamond.

SCOPE:

Reports to: Community Development Director

Reviews and routes applications and issues permits for various City departments including short and long plats, boundary line adjustments, building, sign, grading and filling, plumbing, mechanical, right-of-way use and special events permits. Provides specialized information and assistance for a full range of projects requiring knowledge of City zoning codes, building codes, land use codes and associated federal, state and local regulations and ordinances.

WORK ENVIRONMENT:

Work is primarily performed in an indoor office setting with extended periods at a computer, sitting or standing and may include some visits to construction sites. Physical effort is needed to move, lift and carry office equipment, supplies, and materials. Basic communication skills such as talking, seeing and hearing are needed for frequent person-to-person contact, and telephone usage. The nature of the work has frequent interruptions and contact with the public and staff, and requires strong communication skills.

ESSENTIAL FUNCTIONS:

- Plans, organizes and evaluates permit processing activities within the City to support City goals and objectives related to development services.
- Coordinates permit/application review and inspection process by staff to ensure accuracy, omissions and adherence to federal and state laws and City codes.
- Prepares correspondence to developers and contractors regarding the sufficiency of their applications and noting additional information or changes required.

- Provides answers to technical questions on the phone, in the office and through written correspondence on land use, zoning, building codes, fire codes, SEPA requirements, special events and related regulations.
- Develops, distributes and maintains customer information literature and forms.
- Issues permits and calculates and collects all fees due, remitting to the Finance Department.
- Issues business licenses and collects all fees due, remitting to the Finance Department.
- May supervise staff.
- May present to City Council or community groups.
- Other projects and tasks as required.

QUALIFICATIONS:

Education and Training:

Graduation from high school and at least one (1) year of college-level work in building technology, construction management or related field and three (3) years work experience in permit review. Experience must have included processing of land use or other construction and engineering permits. Bachelor's degree in urban or regional planning, architecture, construction planning or engineering desirable.

Licensing and Certification:

Valid Washington State's drivers license free of serious or frequent violations required. Certification as a permit technician from the International Conference of Building Officials preferred.

Knowledge, Skills, and Abilities:

- Knowledge of office equipment including the Microsoft Office suite of products.
- Knowledge of recordkeeping requirements for permitting processes.
- Knowledge of federal, state and local environmental laws.
- Knowledge of municipal codes related to permits, City zoning codes, building codes and other related regulations and ordinances.
- Ability to read and interpret maps, blueprints, construction drawings, schematics, construction specifications, and legal descriptions.
- Ability to analyze, interpret and accurately review construction and improvement applications and submittals.
- Ability to read, interpret, apply and explain rules, regulations, policies and procedures to a wide range of applicants.
- Ability to maintain current knowledge of all land use and construction codes at the federal, state and local level including prompting appropriate revision of existing codes.
- Ability to prepare professional correspondence and reports.

- Ability to perform under pressure with respect and a service-oriented attitude.
- Ability to maintain records of specialized property, construction and permitting records and the ability to identify more effective forms of data for future business applications.
- Ability to work in a fast-paced environment juggling multiple priorities.

The statements contained herein reflect general details as necessary to describe the principle functions of this classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

ORIGINATION DATE: December 2007
UPDATED: April 2017



CITY OF BLACK DIAMOND

Physical Address: 24301 Roberts Drive

Mailing Address: PO Box 599, Black Diamond, WA 98010

(360) 886-5700

www.ci.blackdiamond.wa.us

APPLICATION FOR EMPLOYMENT

The City of Black Diamond in an Equal Employment Opportunity Employer, we consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, material or veteran status, or any other legally protected status. Applicants requiring reasonable accommodation to the application and/or interview process should notify us immediately. Please understand that the City will only accept applications for currently advertised positions.

Position desired: _____ Date of Application: _____

How did you learn of this Vacancy?: _____ Date available for employment: _____

General Information				
Last Name		First Name		Middle Initial
Street Address	P.O. Box	City	State	Zip
Home Phone ()	Work Phone ()	Message Phone ()	E-mail Address	

(Please Circle One)

If you are under 18 years of age, can you provide proof of your eligibility to work? Yes No

Have you previously applied for a position with the City of Black Diamond? Yes No

If yes, Position and Date: _____

Have you previously been employed by the City of Black Diamond? Yes No

If yes, Position and Dates: _____

Do you know anyone who is employed by the City of Black Diamond? Yes No

If yes, Name and Relationship: _____

Are you legally authorized to become employed in the United States? Yes No

Are you currently employed? Yes No

If yes, may we contact you current employer? Yes No

If required for this position what is your Driver's License # and State? _____

Have you been convicted of a crime within the past 7 years? Yes No

If yes, please explain: _____

The City, in making hiring decisions, will consider criminal convictions and how a conviction relates to the position you are applying for. A criminal conviction will not automatically bar you from employment.

Does the salary for this position meet your requirements? Yes No

Can you travel overnight if required? Yes No

Are you available to work occasional evenings and/or weekends if required? Yes No

Education and Training

Did you graduate from high school or receive a GED certificate? ☐ No ☐ Yes

Name/Location of institution that issued you diploma or GED Certificate: _____

Name of college, university or vocational school	Major	Dates Attended		Full Years Completed	Degrees Conferred		Credit Hours
		From	To		Title	Date	

Indicate any professional certificates or licenses you possess that are related to this position:

Employment History

Start with present or last job and work back. Be sure to include the experience which you feel qualifies you for this position. Include military service, volunteer service or other unpaid experience. Failure to complete this section may affect your being considered for an interview or employment. A RESUME CAN SUPPLEMENT **BUT NOT SUPPLANT** COMPLETION OF THE FOLLOWING INFORMATION. Please use a separate sheet if needed.

Employed by:		Your Job Title:	
Address		Your Duties:	
Employed From (Mo. / Yr.)	To (Mo. / Yr.)		
Supervisor's Name	Phone No.		
Supervisor's Title			
Starting Salary \$	Final \$		
Number of Hours Worked Per Week			
Number of Employees Supervised			
Reason for Leaving			
May We Contact This Employer <input type="checkbox"/> No <input type="checkbox"/> Yes			

Employed by:		Your Job Title:	
Address		Your Duties:	
City & State			
Employed From (Mo. / Yr.)	To (Mo. / Yr.)		
Supervisor's Name	Phone No.		
Supervisor's Title			
Starting Salary \$	Final \$		
Number of Hours Worked Per Week			
Number of Employees Supervised			
Reason for Leaving			
May We Contact This Employer <input type="checkbox"/> No <input type="checkbox"/> Yes			

Employment History - Continued

Employed by:	Your Job Title:
Address	Your Duties:
Employed From (Mo. / Yr.) To (Mo. / Yr.)	
Supervisor's Name Phone No.	
Supervisor's Title	
Starting Salary \$ Final \$	
Number of Hours Worked Per Week	
Number of Employees Supervised	
Reason for Leaving	
May We Contact This Employer <input type="checkbox"/> No <input type="checkbox"/> Yes	

Employed by:	Your Job Title:
Address:	Your Duties:
City & State	
Employed From (Mo. / Yr.) To (Mo. / Yr.)	
Supervisor's Name Phone No.	
Supervisor's Title	
Starting Salary \$ Final \$	
Number of Hours Worked Per Week	
Number of Employees Supervised	
Reason for Leaving	
May We Contact This Employer <input type="checkbox"/> No <input type="checkbox"/> Yes	

Additional Qualifications

Please summarize your additional skills or qualifications related to this position, including computer and equipment operation:

Additional Information

Anything else you would like us to consider relating to your ability to perform the job for which you have applied?

Professional References

Please list three professional references that are not past supervisors who can speak to your professional qualifications and character.		
Name	Position and Employer	Phone Number

**CITY OF BLACK DIAMOND – AFFIDAVIT/CERTIFICATION OF
INFORMATION AND RELEASE**

By my signature below:

I certify that to the best of my knowledge the information contained in this application and all supplemental information I have submitted is true and complete. I understand that my employment may be denied or terminated if I provide false, misleading, or incomplete information during the hiring process or during my employment, regardless of when or how discovered.

I certify that I have read the job description for the position for which I am applying and that I can perform the essential and auxiliary functions listed for this position with or without reasonable accommodation, and I understand that the job description is illustrative only and does not list all functions or responsibilities of the position.

I understand that this application is valid only for this position and I must re-apply for any future positions with the City of Black Diamond.

I understand that if I am hired I must produce applicable documents showing that I am lawfully authorized to work in the United States, in accordance with the Immigration Reform and Control Act of 1986, as amended.

I understand and agree that the City may contact my current and prior employers, educational institutions, and other references, whether listed or not listed in my application material. These references are authorized to give the City any and all pertinent information they may have related to my previous job performance and my ability to perform the job I am applying for, this includes information relating to my moral character. I release all persons or entities involved, including the City of Black Diamond, previous employers and their agents, and any other person or entity, from all liability arising from this contact and release of information. (You will be informed prior to the City contacting references and present or past employers.)

I agree to submit to any post-offer, pre-employment, medical or physical testing, as required by the City of Black Diamond.

I authorize the City to conduct a criminal history and credit check and understand that the City in making hiring decisions will consider criminal convictions and how a conviction relates to the position I am applying for. I understand that a criminal conviction does not automatically bar me from employment with the City. (You will be notified prior to the background check and if a credit check is required you will be notified of your rights under the Fair Credit Reporting Act.)

I understand and agree that nothing contained in this employment application packet creates a contract for employment between the City and me. If an employment relationship is established, I understand that unless specifically limited in an expressed, formal executed contract, I have the right to terminate my employment at any time and that the City has the same right.

Applicant Signature

Date

Applicant Name - Printed