



# CITY OF BLACK DIAMOND

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

Phone: (360) 851-4500  
Fax: (360) 851-4501

Dear Applicant,

January 15, 2021

Thank you for your interest in the position of **Permit Technician** with the City of Black Diamond. This is a regular full-time position within the Community Development Department and is represented by Teamsters Local 117. 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 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. Please send application material to [bmartinez@blackdiamondwa.gov](mailto:bmartinez@blackdiamondwa.gov). **Position to remain open until filled.**
- Application packets will be reviewed, those applicants chosen for an interview will be contacted by telephone, and those not selected will be notified by email.
- 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) 851-4564 or by email at [bmartinez@blackdiamondwa.gov](mailto:bmartinez@blackdiamondwa.gov).

Sincerely,

**CITY OF BLACK DIAMOND**

Brenda L. Martinez  
City Clerk/HR Manager



**City of Black Diamond  
Employment Opportunity  
Permit Technician**

The City of Black Diamond, Washington, is a growing community of approximately 5,200 with a rich historical heritage, in an exceptional natural setting. The City is seeking qualified applicants for the position of Permit Technician. Under the direction of the Community Development Director, the incumbent is responsible for performing such tasks as accepting, reviewing, routing, and issuing permit applications for building, planning, public works, and fire. This position works with continual public and inter-departmental contact and is under pressure to meet deadlines. Permit Technicians are responsible for the proper application and issuance of permits and compliance with City of Black Diamond practices. The City offers a monthly pay range of \$4,833 - \$6,184; this is a Teamsters Local 117 represented position. Application packets and the full job description may be obtained at City Hall, 24301 Roberts Drive, Black Diamond, WA, at [www.ci.blackdiamond.wa.us](http://www.ci.blackdiamond.wa.us), or by calling 360-851-4564. **This position will remain open until filled.**

## City of Black Diamond, Washington

### Job Description

Job Title: **PERMIT TECHNICIAN**  
Department: Community Development  
Reports to: Community Development Director  
Compensation: \$4,833 - \$6,184 (monthly)  
FLSA Status: Non-Exempt

#### **SUMMARY:**

Perform such tasks as accepting, reviewing, routing and issuing permit applications for Building, Planning, Public Works, and Fire. The position works with continual public and inter-departmental contact and is under pressure to meet deadlines. Permit Technicians are responsible for the proper application and issuance of permits and compliance with City of Black Diamond practices.

#### **SCOPE:**

**Reports to:** Community Development Director

Accepts, receipts, reviews and routes permit applications and issues permits for various City departments. The position will serve as the initial contact between the public and City Departments by greeting walk-in visitors, providing information and assistance pertaining to permitting functions, and disseminating appropriate paperwork and requirements to customers. 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. Physical effort is needed to move, lift and carry office equipment, supplies, and other permitting 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. Duties require attending some night meetings.

#### **ESSENTIAL FUNCTIONS:**

- Accepts, receipts, reviews, routes and issues permit applications for various City departments including street use, utility, clearing and grading, building, fire, demolition, plumbing, mechanical, signs and special event permits. Reviews and routes land use applications for the Community Development Department.
- Determines and assigns the type and length of route for the permit application (concurrent or sequential) based on the location of the project, type of development agreement, and type of application. Utilizes various and complex

types of permit submittal requirements. Recalls processing, timeframes, and issuance procedures for over 30 different types of permit applications.

- Acts as primary contact for the Community Development Department, answering questions related to City departments; tracks and answers questions related to status of permit applications; contacts applicant when permit is ready for issuance; communicates with personnel from other departments regarding status of permits.
- Assists the public in completing applications for building, planning and other related permits issued by the Permit Center. Provides answers to technical questions posed by applicants concerning zoning codes, building codes, fire codes, codes related to Public Works, and other similar regulations. Directs applicants to appropriate staff as needed.
- Calculates and collects permitting fees due; provides statements of charges and receipts to the applicant and to the Finance Department.
- Receives, reviews, and processes a variety of forms, applications and plans necessary for issuance of development and construction permits.
- Prepares and enters technical data into an automated program related to the issuance of specific permits.
- Informs or instructs customer with regard to public records requests; distributes customer oriented information literature; develops and maintains manuals and packets.
- Coordinates daily inspections with building inspectors; schedules pre-construction meetings; maintains city addresses and building files.
- Performs simple plan and specification review to assure compliance with requirements for permit application. Provides sufficiency review for permit applications.
- Prepares correspondence to developers and contractors regarding the sufficiency of their applications and noting additional information or changes required.
- Develops, distributes and maintains customer information literature and forms.
- Works closely with the Code Compliance Officer to obtain compliance on sign, building and land use code.
- Prepare and reconcile invoices for permits, outside consultants, and other types of fees; responsible for refunding and tracking of deposits and over charges.

- Complete monthly/annual federal and county census reporting; respond to requests for building statistics
- Utilize software to capture data and prepare reports for internal and external use.
- Responsible for assigning addresses to vacant property; verify and validate address corrections
- Act as primary coordinator for special event permits.
- Responsible for creating and updating permit submittal requirements and make available on the website.
- Act as primary coordinator for public records request for Community Development.
- Other projects and tasks as required.
- May provide administrative support assistance to a variety of departments, including staffing of meetings of appointed boards and commissions and preparing meeting minutes

### **QUALIFICATIONS:**

#### **Education and Training:**

Graduation from high school and two years responsible clerical or other experience related to construction; or any combination of education and experience, which would provide the applicant with the desired skills, knowledge, and ability required to perform the job. Customer service experience strongly preferred.

#### **Licensing and Certification:**

Certification as a Permit Technician from the International Code Council (ICC) or ability to obtain within one year.

#### **Knowledge, Skills, and Abilities:**

- Knowledge of municipal codes, rules, regulations, policies and procedures.
- Knowledge of manual and computerized record keeping systems and related office equipment.
- Knowledge of recordkeeping requirements for permitting processes.
- Ability to read and interpret maps, construction drawings and legal descriptions.

- Ability to analyze, interpret and accurately review construction and improvement applications and submittals.
- Ability to read, interpret, apply and explain codes, rules, regulations, policies and procedures to a wide range of applicants.
- Ability to establish and maintain effective working relationships with other staff agencies, and the general public.
- Ability to perform various tasks while subject to interruption and to perform work according to schedules and timelines with a service-oriented attitude.
- Ability to communicate effectively both internally and externally using tact, patience, and courtesy.
- Ability to operate a variety of office equipment, including a personal computer.
- Ability to attend periodic after-hours meetings, take meeting minutes, and maintain files as required by law.

*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.*

Updated: January 2021 - Compensation



# CITY OF BLACK DIAMOND

Physical Address: 24301 Roberts Drive  
 Mailing Address: PO Box 599, Black Diamond, WA 98010  
 (360) 851-4500  
 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 your current employer? Yes No

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

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	
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	
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	
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	
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 you 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