



PUBLIC WORKS PERMIT SPECIALIST

Job Description

The job description does not constitute an employment agreement between the City and employee and is subject to change. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Class Title:	Public Works Permit Specialist	Effective Date:	July 1, 2017
Working Title:	Public Works Administrative Tech	Type:	Non-Represented
Department:	Public Works	Supervisor:	Public Works Director
FLSA Status:	Non-Exempt	Supervises:	None

CLASSIFICATION SUMMARY

Performs a variety of moderately complex technical and administrative duties, providing support to the general public, other departments and agencies, and the Public Works staff. Serves as Emergency Management/Preparedness Coordinator. Acts as Public Works first contact for the general public and other public agencies. Responsibilities include issuance and review of various permits; sub-division improvement agreements for sewer, water and streets; providing information and maps on the availability of water, sanitary sewers and storm sewers; maintaining records; completing mathematical computations and reading various maps and blueprints; determining permit requirements; and interpreting City ordinances and development code, as well as coordinating plan review/permit process for public improvements within Keizer city limits. Reviews plans and issues Utility Work in the Right-of-Way permits to the area Franchise Utilities Companies. Addresses Public Right-of-Way code enforcement activities such as inquiries and violations. Coordinates the annual Public Works Open House. May coordinate/develop small projects and obtain quotes for small public works maintenance activities for the street division. Work involves frequent contact with the public and contractors. Use of independent judgment is required.

SUPERVISION

Not a supervisory position.

ESSENTIAL FUNCTIONS – DUTIES & RESPONSIBILITIES

An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Based on the Public Works Department's cross-functional team approach to projects, all employees may perform duties in sections other than those regularly assigned as needed and directed. Duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.

It is the responsibility of every employee to represent the City of Keizer by responding to the public, citizens, its employees, and others promptly, professionally and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned, maintaining regular job attendance and adherence to working hours, and operating a motor vehicle safely and legally while on City business.

25% Administrative

Maintains and updates databases for all permits, including driveway/sidewalk, franchise, and right-of-way; sets up and maintains records or files and blueprints on water, sewer, storm drain and construction drawings. Database includes public improvement permits, bonds, easements and legal descriptions. Assists in maintaining infrastructure inventory data.

Maintains the City's Adopt-a-Street Program by responding to public requests, completing appropriate forms and monitoring to ensure all legal requirements are fulfilled. Works with citizens and provides requirements for events (such as block parties) requiring street closure permits.

Designs, updates and maintains the Public Works section of the City website regularly, including posting current events. Updates City Facebook page. Responds to inquiries concerning the Public Works construction schedule.

Coordinates projects such as the Annual Fall Haul event, annual well log report, and other assignments. Plans and coordinates special events including the Annual Public Works Open House. Assists in contacting the public regarding new construction open houses.

Assists City assigned Project Manager on City street improvement projects. Develops press releases, public notices and news articles for projects. Assists Public Works Director with special projects and tasks.

30% Emergency Management/Preparedness Coordinator

Coordinates, maintains and develops administrative materials for the City's Emergency Operations Program, which includes training schedules, training activities, records, emergency operations manual and other materials to assure the City is National Incident Management System (NIMS) compliant.

Point of Contact (POC) for all City NIMS trainings; coordination of training in-house and with other agencies; emergency operations drills; storing and tracking all personnel training certifications; and monitoring that the appropriate personnel receive needed training. Auditing and maintaining the NIMSCAST database, including annual reporting to the Federal Emergency Management Agency (FEMA) certifying that the City is in compliance with federal guidelines.

Assists departments with emergency and mitigation plans as needed.

Assists other agencies and/or the Emergency Manager with administering the submittal process for federal and state reimbursement claims for the City's costs during emergency operations.

30% Technical

Provides technical information, answers questions and responds to inquiries from the public, other City departments and other agencies regarding sewer, water, storm drain line availability and location, driveway and sidewalk permits, franchise utility plans review, right-of-way permits, SDCs and needs assessments in person and over the telephone, requiring thorough knowledge of codes, policies, and standards and interpretation of department regulations and procedures. May serve on various task forces and committees as needed.

Site Plans: Reviews and approves residential, commercial/industrial and multifamily dwelling site plans. Reviews and checks for compliance with as-built drawings on storm detention designs, water system designs, sewer and all street improvements. Applies regulations and requirements for all construction within the public right-of-way. Reviews and checks for any easements or conflicts with structural placement.

Public Improvement Permit Process: Coordinates plan review process with City Engineer and coordinates with developers to provide improvement agreement, easement and bond information. Provides permit costs to developers.

Driveway and sidewalk permits: Administers, reviews and approves permits for appropriate approach width and construction standard requirements.

Franchise Utility Plans Review/Right-of-Way Permits: Reviews and approves all plans submitted by franchise companies for major work within the public right-of-way for compliance with City and State codes. Works with contractors on street opening/closure permits and meeting City conditions.

Fees/Permits and SDCs: Quotes contractor fees, confirms if connection fees are required, sets water meter fees and determines transportation SDCs and any sewer acreage fees; provides code interpretation as requested by public, other departments and agencies.

15% Code Enforcement Duties

Interprets City Ordinances/Codes as they pertain to enforcement activities in public right-of-ways.

Responds to general inquiries and citizen complaints. Provides information to the public regarding code regulations and procedures.

Prepares correspondence and documentation of specific violations. Maintains accurate records of type and number of actions processed.

Researches ownership, permit records, and historical land use regulations.

PHYSICAL DEMANDS – SAFETY – WORKING CONDITIONS

The physical demands (including lifting, mobility, movement and manual dexterity), work environment and working conditions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools, or controls; bend; and reach with hands and arms. The employee must lift and/or move up to 20 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus. Manual dexterity and coordination are required to perform the work. These abilities are necessary to use a personal computer and various software programs, 10-key calculator, phone, copy and fax machines, and other related tools and equipment.

Safety

Employees must maintain a safe work environment by complying with City and Department safety policies and rules and by practicing safety while performing the essential functions of the position.

Working Conditions

In the performance of the job duties, the employee will perform the majority of this job in an office environment under usual office working conditions. Work is also performed in numerous meeting settings in offices, conference rooms and public spaces. The noise level in the work area is typical of most office environments, with telephones, personal interruptions and background noises. Duties include occasional contact with customers in conflict situations.

Requires occasional travel to off-site meetings.

MINIMUM QUALIFICATIONS

Education & Experience

High school diploma or equivalent, plus two years of experience in a public works customer service setting related to engineering, mapping, inspections, and general questions; or any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential functions and responsibilities of the position.

Licenses, Certifications & Other Requirements

- Possession of or ability to obtain a valid Oregon driver license.
- Pass background investigation.

ADDITIONAL QUALIFICATIONS

Knowledge

- Codes and local ordinances as they relate to responsibilities.
- Engineering maps and records, thorough knowledge of and experience with permit application processes.
- Construction and inspection methods, materials, policies and testing techniques.
- Components, devices, techniques and other design elements involved in utility connections and services.
- Modern office procedures and equipment including personal computer operation principles.
- English usage, spelling, grammar and punctuation; basic mathematical principles.
- NIMS system and requirements.

Skill & Ability

- Learn and apply applicable laws, ordinances, related codes, department rules and regulations, and all other aspects of the duties and responsibilities.
- Read and interpret a wide variety of plans, specifications and maps relevant to permit considerations; identify and approve site plan drawings and their relationship to public easements and Rights of Way.
- Greet the public and respond to inquiries; communicate tactfully and effectively in both oral and written form.
- Establish and maintain professional, effective and collaborative working relations with other employees, contractors and the general public.
- Estimate appropriate fees.
- Maintain records and prepare reports.
- Operate a computer, enter data, maintain databases, and type accurately.
- Familiarity and experience with Geographic Information Systems (GIS) desired.

- Bi-lingual skills desired.

Licenses, Certifications & Other Requirements

- Preferred at hire, must be able to obtain within 90 days of hire ICS 100, 200, and 700.
- Preferred at hire, must be able to obtain as soon as practicable: ICS 300 and 400.
- Preferred at hire, must be able to obtain as soon as practicable: NIMS Public Information Officer Training.