



Human Resources
38624 SE River Street
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Snoqualmie, WA 98065
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www.snoqualmiewa.gov

Position: Planning and Permit Technician
February 2026

POSITION DESCRIPTION

Title: Planning and Permit Technician
Classification: Union
Grade: 2
Representation: Represented-Teamsters Local 763
FLSA: Non-Exempt
Pay Type: Hourly
Pay Rate: Hourly Range (\$32.41 to \$44.69)
Benefits: Medical, Dental, Vision, Life, 100% premium paid by employer for employee and dependents; WA State Retirement DRS and DCP; HRA employer contribution; Vacation and Sick Leave per accrual schedule; Holiday Pay; Floating Holidays. Benefits per Collective Bargaining Agreement.

Reports to: Community Development Director

Supervises: None

SUMMARY:

A union position under the general supervision of the Community Development Department. Performs the clerical and permit and planning intake duties of the Community Development Department. The Permit and Planning Technician will assist the public in the permit application process while always maintaining a high degree of customer service; coordinate permit and planning activities with other city departments; answer telephones; maintain electronic and paper records; distribute and track application reviews for permits and land use; receipt monies and process invoices in an accurate manner; assist department staff with preparation of code-related literature, permitting checklists, and public notices.

ESSENTIAL FUNCTIONS:

- Provides initial contact and planning and zoning information to the public via telephone, letter, internet or in person on procedures related to the permit application process and appropriate City ordinances, while maintaining a high level of customer service.
- Effectively communicates permit application requirements to builders, design professionals and the public.
- Receives submittal packages on a full range of permits, including clearing and grading, flood improvement, building, plumbing, mechanical, signs, fire, pre-application land use, and special events, and reviews these for completeness.
- Inputs permit related information into the permit management system; utilizes related software to maintain records, generate inspection schedules, reports, and other documents. Generates and sends correspondence relating to permit activities. Issues permits and notifies applicants regarding issuance of permits. Prepare departmental reports in a timely manner.
- Prepares fee sheets with a high degree of accuracy.
- Collaborates regularly with building official and planning staff.
- Tracks the acceptance, review, processing, assignment of addresses and tracking numbers, revisions, issuance and monitoring of permits associated with building construction and land use permits.

- Handles the calculation of fees and payments through the City's point of sale system, prepares deposits, reconciles monies received daily.
- Operates a personal computer and is familiar with the Windows operating system, Microsoft Word, Excel, Mybuildingpermit.com, Bluebeam Revu, as well as other necessary software needed for this position. Experience with TrakIt is highly desirable. Ability to learn new software as needed.
- Prepares project review invoices and maintains accurate and up-to-date accounting of all project accounts.
- Responsible for records management for the Community Development Department. Creates project files as instructed by lead planner; maintains filing system according to established procedures; responds to internal and external inquiries for access to records within the state mandated time periods; maintains up-to-date correspondence files for all department staff.
- May assist with preparation and distribution of Planning Commission and Council Committee meeting agendas and minutes. Assists with preparation and posting of public notices.
- Maintains the Community Development Department section of the city website.
- Responsible for maintaining, organizing, and replenishing department office supplies. Prepares office supply requisitions.

These duties are not inclusive of all duties, and as such, this position may perform other duties as assigned.

QUALIFICATIONS:

Education and Experience:

- High school diploma or equivalent.
- Knowledge of construction terminology related to building construction and the International Building Code (IBC), fire, plumbing and mechanical codes, as well as navigating municipal zoning codes and land use regulation.
- Minimum three years office experience with public contact.
- Minimum three years of experience in the construction or building industry, preferably in a technical capacity providing staff assistance in a municipal Community Development Department or related Department.
- AA degree or bachelor's degree in a related field. Equivalent combination of experience and education may be substituted.

Licensing and Certification:

- Preferred: International Code Council (ICC) Permit Technician Certification or ability to obtain within one year of employment. Accounting and Mybuildingpermit.com experience desirable.

Knowledge, Skills, and Abilities:

- Thorough knowledge of municipal administration, ordinances, statutes, and other legal processes.
- Use of independent judgment and effective decision making in the application of a wide variety of applicable laws, policies, ordinances, court decisions, procedures and practices in effective problem solving.
- Ability to assist in preparing clear and concise documents and reports and to compile and analyze records and reports.
- Major types of building construction materials and methods.
- Municipal government rules, regulations, policies and procedures.
- Basic principles of record keeping and accounting/bookkeeping.

- Ability to maintain confidentiality as appropriate.
- Ability to establish & maintain effective working relationships with Mayor, City Council, City Administrator, Department Heads, fellow employees, and the public.
- Ability to understand and execute oral and written instructions.
- Ability to work in a team and independently with little oversight and frequent reminders
- Ability to operate a personal computer and is familiar with the Windows operating system, Microsoft Word and Excel and accounting software programs.
- Ability to be coachable
- Ability to collaborate on a regular basis
- Ability to demonstrate accountability

Physical Demands and Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office or conference room environment setting. Work involves sitting for prolonged periods of time, walking, talking, hearing, using hands to handle, feel or operate objects, tools or controls and reach with hands and arms. Vision abilities required by this position include close vision and the ability to adjust focus. Hand-eye coordination and fine manipulation skills are necessary to operate computers and office equipment. Good listening skills and occasional lifting of up to 30 pounds. May be required to attend evening meetings. The noise level in the work environment is usually moderate. Some local travel may be required. Exposure to adverse weather conditions is minimal.