

Job Description

Position Title: Permitting Assistant
Accountable To: Permitting Program Manager
FLSA Status: Non-Exempt

Primary Objective of the Position:

Performs basic technical work assisting in the implementation of the District’s Permitting Program, including processing permits and performing site inspections.

Work is performed under the moderate supervision of the Permitting Program Manager.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Job Functions:

Process and review permit applications for compliance with District rules and assist in issuing permits .

Conduct field inspections of permitted and non-permitted active construction sites in order to document compliance; provides prompt follow-up with property owners and construction site managers to promote corrective actions in a timely fashion and protect natural resources from degradation.

Assist Permit Technicians with Wetland Conservation Act decision drafting and field-reviews as needed.

Maintain and update the permitting database to manage permit documentation, review timelines, track inspections, and monitor fees..

Exercise high level of customer service in working with permit applicants and project stakeholders to inform their project plans and guide them in complying with District rules for natural resource protection.

Represent the District and maintain ongoing and positive working relationships with cities and townships; state and local agencies; federal, state, regional, and local governments, the development community, and the public.

Perform research, analysis and data compilation for various water resources projects.

Education and Experience:

Associates/Technical degree with coursework in environmental science, natural resources, or related field. Bachelor’s degree and related experience preferred.

The above is intended to describe the general content of and requirements for performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

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Knowledge, Skills and Abilities:

Ability to learn District rules and standard operating procedures; thorough skill utilizing engineering plans, stormwater and wetland manuals, general skill interpreting state statutes and regulations; thorough skill analyzing job related letters, invoices, permits and reports; ability to be an objective listener and respect the opinion of others; ability to demonstrate conflict resolution skills; ability to maintain a flexible attitude toward job responsibilities and procedural changes, helping others as needed; ability to communicate effectively verbally and in writing; ability to work independently or as part of a team; ability to operate standard office equipment and computer equipment including related hardware and software and job-specific devices; ability to make arithmetic computations, compute rates/percentages, area and volume; ability to perform job-specific mathematical computations; ability to work occasional evenings and weekends; ability to develop and maintain positive, cooperative, working relationships with all District employees/consultants, local and agency staff, and the general public.

Physical Requirements:

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements:

Erosion Control Installer certification within six months of hire.
 Construction Site Manager Certification within one year of hire.
 Valid driver's license.

Acknowledgement:

 Employee

 Date

 Supervisor

 Date

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