

CITY OF ORTING

JOB DESCRIPTION

Job Title: Public Works Support and Permit Clerk Department: Public Works

Reports to: Public Works Director Revision Date: 02/24/2026

Hourly Wage: Range 17 of the City Council
approved wage matrix

SUMMARY DESCRIPTION

The Public Works Support and Permit Clerk is a full-time Federal Labor Standard Act non-exempt, non-Civil Service accounting position. A work week is 40 hours, typically Monday through Thursday (or approved alternate schedule) with occasional attendance at weekend and evening meetings or events. The incumbent in this position is subject to a six (6) month probationary period. This position is part of a bargaining unit represented by the American Federation of State County and Municipal Employees (AFSCME) Local 120.

The Public Works Support and Permit Clerk performs a variety of office duties to support the activities and efficient operation of the Public Works Department. This position performs work under the direct supervision of the Public Works Director and indirectly to the Public Works Superintendent.

REPRESENTATIVE DUTIES

Duties may include, but are not limited to, the following:

1. Organizes and maintains Public Works and engineering files and records in accordance with the Washington State Public Records Act and General Records Retention Schedule.
2. Responsible for digitizing maps, drawings and engineering records.
3. Compiles, copies and distributes printed information to City employees and consultants, the public, businesses, state and federal agencies, as needed.
4. Assists with public records requests; searches digital and physical files as requested by City Clerk or management.
5. Assists with customer contact within public works operations via telephone, in person and through written communication; works to answer inquiries and refers to the appropriate person or department to resolve issues.
6. Supports Cross-Connection Control program; send notices, create door hangers, manage annual testing list, maintain City's tester list; responsible for tracking, maintaining and issuing the Cross-Connection Control report per the requirements of the WA State Department of Health with the Cross Connection Control Specialist and Water Operations staff.
7. Responsible for establishing and maintaining records for backflow prevention assemblies and assisting customers with the legal requirements of the backflow prevention program.
8. Provides permit processing support and utilizes permitting software for Public Works and Building Departments as needed.
9. Create and edit work-orders, preventative maintenance and purchase orders in designated work management system(s).

10. Maintain accurate and up-to-date records of daily work activities including project progress, tasks completed, equipment used and time spent, within the designated work management system.
11. Acts as secretary to the Public Works Safety Committee; prepares agendas, information packets, meeting minutes, and Accident Prevention Program updates.
12. Provides support to the secretary of Public Works Committee and assists in record keeping and recordings of meetings, written or audio.
13. May act as administrative assistant in the extended absence of the PW Administrative Assistant.
14. May assist with grant research, writing and application processes.
15. Perform other duties as assigned

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties:

Knowledge of:

- WA State General Records Retention Schedule and archival procedures.
- Microsoft Office and web-based word processing and office tools.
- Modern office tools and equipment
- Research methods and report writing techniques.

Ability to:

- Work on multiple projects within a busy office environment
- Follow projects to completion and meet deadlines
- Communicate with the public courteously and professionally
- Follow directions carefully and work independently
- Effectively handle conflict
- Communicate clearly and professionally in person, via telephone or email.
- Operation of computers and other office equipment is an essential job function
- Learn several computer programs essential to the operations of Public Works and State agencies

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

Education/Training:

- High School diploma or equivalent (*required*)
- Associate's degree in office management or related field (*preferred*)

Experience:

- Two (2) years' experience in customer service or general office experience (*preferred*)
- One (1) year in a governmental office environment (*preferred*)

License or Certification:

- Possess and maintain a valid Washington State driver's license with driving record free from serious or frequent violations. (*preferred*)

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed in an office setting. Close and constant work with computers exposes the individual to normal emissions from the computer monitor and repetitive motion tasks. The work area can be noisy at times.

Physical: Sufficient physical ability to work in an office setting and operate office equipment; walk, stand or sit for prolonged periods of time; light lifting and carrying up to 25 pounds; bending, stooping, kneeling; operating office equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

REASONABLE ACCOMMODATIONS

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee.

The City of Orting provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran.