



31627 1st Avenue South • P.O. Box 4249 • Federal Way, WA 98063-4249  
253-941-1516 Federal Way • 253-927-2922 Tacoma • [www.lakehaven.org](http://www.lakehaven.org)

## NOTICE OF EMPLOYMENT

<b>POSITION TITLE:</b>	<b>Development Engineering Permit Specialist</b>
<b>REPRESENTED BY:</b>	<b>AFSCME</b>
<b>RESPONSIBLE TO:</b>	<b>Development Engineering Supervisor or designee</b>
<b>POSTING DATES:</b>	<b>12/3/18 – 12/21/18</b>

*Accepting applications from internal and external applicants.*

Lakehaven Water and Sewer District has an immediate opening for a Permit Specialist in the Engineering Department. (**Note:** Please identify which position level you are applying for on your application.)

<b>Position Levels</b>	<b>2018 Pay Range</b>
PERMIT SPECIALIST I (LEVEL 6)	\$25.96 - \$33.74
PERMIT SPECIALIST II (LEVEL 7)	\$27.22 - \$35.40
PERMIT SPECIALIST III (LEVEL 8)	\$28.59 - \$37.15
PERMIT SPECIALIST IV (LEVEL 9)	\$30.01 - \$39.01

The Permit Specialist is responsible for issuing, receiving and processing a wide variety of applications and permits, coordinating their flow, and maintaining a variety of related records. The Permit Specialist will also provide information to the public on various permit requirements and related issues and provide support for management and technical staff and functions. The Permit Specialist is responsible for the issuance of permits and associated customer service.

Position placement and pay is dependent upon experience and qualifications.

### **BENEFITS:**

- ◆ State of Washington Department of Retirement Systems PERS Plans
- ◆ State of Washington Health Care Authority's Medical, Dental, Vision benefit programs
- ◆ HRA VEBA Account
- ◆ Paid Time Off
- ◆ Holiday Pay

Does this sound like the job for you? Visit our website at [www.lakehaven.org](http://www.lakehaven.org) for the position descriptions and application.

Lakehaven Water and Sewer District is an Equal Opportunity Employer. Individuals interested in applying for this position must submit a completed Cover Letter, Resume, and District Application, by 12/21/18 to Lakehaven Water and Sewer District, c/o HR, 31627 1st Avenue South, Federal Way, WA 98003. Incomplete application materials will not be accepted.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please enquire directly with the Human Resources Manager.