

COMMUNITY DEVELOPMENT TECHNICIAN

DEFINITION

Under general supervision, assists the public at the front counter; processes permit applications; issues permits; prepares, maintains, and amends a variety of maps; performs a variety of tasks related to gathering, analyzing, and summarizing data; performs related duties as required.

CLASS CHARACTERISTICS

Community Development Technicians are responsible for assisting customers at the counter and issuing permits. Incumbents are expected to perform a broad range of duties that may include preliminary plan checking and calculation review.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Assists the public at the counter; processes forms, permit applications, and plans necessary for the issuance of permits for the Community Development Department; calculates permit fees.

Answers questions relating to building codes, special soil study zones and departmental practices and procedures; assists contractors and applicants with preparation of forms and plans needed for the issuance of permits; reviews plans and specifications to ensure compliance with applicable codes and standards; reads plans, calculates variations and determines appropriate fees.

Coordinates plan reviews with plan checker and applicants; logs, tracks and distributes plans to other agency=s and departments; releases utilities upon completion of projects.

Responds to inquiries and provides information related to permit and plan checking, zoning, completeness of information, rights-of-way, utility locations and other related information; responds to citizen complaints.

Reviews case information and permit applications, plans, and specifications for compliance with applicable codes, standards, and required information; issues permits for projects, calculates, fees in accordance with established fee schedules for both plan checking and building inspection; inputs permit applications and plan check information into the computer; schedules field inspections; may conduct preliminary plan checks.

Prepares a variety of statistical information and reports; assists department with clerical related tasks such as reviewing time sheets and entering information into data base on sewer usage.

Works with various departments, outside agencies and consultants to process projects and collection of fees.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include graduation from high school or equivalent and three years of clerical experience which included heavy public contact.

Knowledge, Skills, and Abilities

Some knowledge of building, planning, public works and zoning codes and regulations; permit processing and fee structures; computer operation and software programs; report preparation; general office procedures. Skill in the operation of a variety of office equipment

Ability to read and interpret rules and regulations, and apply them to permit issuance procedures; communicate effectively with contractors, engineers, architects and the general public; perform basic mathematical computations; maintain related files and records; understand and follow verbal and written directions; perform multiple tasks with frequent interruptions and still meet deadlines; meet the public in situations requiring diplomacy and tact; communicate effectively both orally and in writing; establish and maintain cooperative working relationships; use a computer and a variety of software programs.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record, may be required for some assignments.

PHYSICAL PROFILE: I,4,7,12

COMDEVTECH.SPC