



DEVELOPMENT TECHNICIAN I/II

DEFINITION

Under immediate and general supervision, receives, reviews, and processes varied permit applications in one or more specialized land use areas; receives plans, calculates fees, routes plans for professional review, and reviews basic plans within specific guidelines; provides information to the public at a public counter or by telephone; confers with applicants regarding County procedures and plan requirements; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate and general supervision from the assigned supervisor. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Development Technician I: This is the entry-level classification in the Development Technician series. Initially under close supervision, incumbents learn and perform a variety of routine duties related to the permit and plan review activities. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the II-level, but are not expected to function at the same skill level, and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Development Technician II: This is the fully qualified journey-level classification in the Development Technician series. Incumbents are fully competent to independently perform the full range of permit processing and plan review activities. Positions at this level are distinguished from the I-level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is further distinguished from the Sr. Development Technician in that the latter provides technical and functional direction to lower-level support staff and is responsible for the more complex work.

Positions in the Development Technician class series are flexibly staffed, and positions at the II-level are normally filled by advancement from the I-level after gaining experience and demonstrating proficiency which meet the qualifications for the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Receives, reviews, and issues building (commercial and residential), encroachment and grading, oversized loads, road closures, and/or underground tanks and land development plans and specifications for completeness and conformance to permit requirements; reviews specific forms, permit applications, waivers, affidavits, plans, and calculations for completeness and compliance with pertinent codes and regulations.
- Accepts and logs a variety of applications, and reviews for compliance with land use standards and

- regulations.
- Calculates square footage of the construction area or cubic yardage of grading area by measuring to scale.
 - Calculates permit, plan check, map check, and similar fees; collects such fees and issues receipts.
 - Performs parcel, permit, and zoning research, and/or permit history regarding parcel zoning, land use, and subdivision restrictions to the public, which may involve multiple County departments.
 - Provides information to the public by telephone or at a public counter regarding County regulations and requirements, as well as applicable ordinances, regulations, requirements, and procedures related to the permitting and land development process; assists the public in completing and processing various permits.
 - Checks the addresses and parcel numbers for any previous work or departmental actions regarding the properties.
 - Verifies that required permits have been obtained; verifies contractor's and subcontractor's workers' compensation insurance coverage, construction bonds, and licenses.
 - Determines the types of inspections and reviews required for the construction proposed.
 - Routes sets of plans to various County departments for review and sign off; tracks plans and ensures their return in a timely manner; prepares plan packets for plan check by contract services.
 - Receives requests for building, encroachment, and grading inspections; receives complaints from the public and schedules field checks by inspectors to resolve such problems.
 - Performs a variety of office support work, including typing, filing, and recordkeeping.
 - May perform basic field inspections on a training basis.
 - Performs related duties as assigned.

QUALIFICATIONS

Some knowledge and abilities may be gained by employees at the entry (I) level while in a learning capacity.

Knowledge of:

- Uniform building code and health and safety code sections, and/or grading, erosion, and sediment control ordinance, and encroachment ordinance.
- Design and Improvement Standards Manual, and local county and city ordinances, as related to the permit process and inspection procedures.
- Various construction types and basic building, encroachment, and grading and/ or land development procedures and requirements.
- Applicable local ordinances and state statutes relative to land use, land development, and the permitting process.
- Applicable fire, zoning, and related laws and regulations.
- Basic real property description terminology and concepts.
- Business arithmetic, including the calculation of areas and fees.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Read and interpret building, encroachment, and grading and/or land development plans, related construction documents, and various maps.
- Calculate square footage or cubic yardage, fees, and/or penalties from plans.

- Interpret, explain, and apply policies, laws, and procedures regarding the permit process and County zoning ordinances.
- Perform detailed technical and specialized development support work.
- Organize and prioritize work and follow up on assignments under minimal supervision.
- Organize and maintain accurate files and records.
- Deal tactfully and effectively with a variety of individuals, some of whom may be hostile or irate and/or from varying ethnic and socioeconomic backgrounds.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Development Technician I: Equivalent to graduation from high school and two (2) years of general clerical administrative support or secretarial support experience.

Development Technician II: Equivalent to graduation from high school and one (1) year of experience reviewing building, encroachment, and grading plans and/ or land development plans, and processing building permits and inspection reports at a level equivalent to the County's class of Development Technician I.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator, and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve file information. Employees must possess the ability to lift, carry, push and pull materials and objects up to 30 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.