

PLANNING/BUILDING TECHNICIAN

Salary Range: 23 (Public Service Employees)

DEFINITION

Under general supervision, to provide information and direction to the public on planning, engineering, and building issues, processes, and requirements at the community development counter; provide technical direction to clerical staff; assist applicants in the processing and reviewing of applications for land development and building permits by coordinating project approvals through City departments and outside agencies; review permit applications, plans, and supporting documents for proper form, completeness, sufficiency of information, conformance with legal standards, and compliance with City requirements; receive, review, route, process and plan check minor applications and issue permits; research community development issues; compile and prepare data, reports, and graphics; assist developers with the approval process; provide technical assistance to staff; perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a journey level class where incumbents are expected to independently perform the full scope of assigned duties with minimal supervision. The Planning/Building Technician provides the public with a variety of technical information related to the general zoning, building and planning ordinance requirements, zoning violations, environmental review procedures, and application filing procedures. Employees at this level are required to be fully trained in all procedures related to their assigned area of responsibility. This class is distinguished from the Assistant Planner in that the latter is responsible for performing professional level duties and has more project oversight responsibilities.

SUPERVISION RECEIVED AND EXERCISED

Incumbents receive direction from senior level planning staff and exercise technical and functional supervision and/or direction over administrative or clerical staff as assigned.

EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES

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

- Assists the public and developers with planning, zoning, building and development questions including the entitlement process.
- Provides customer service by responding to public and agency inquiries
- Provides information regarding planning, building, zoning and land use issues, and application procedures.
- Assists staff and the public with the review of a variety of building and land development permit applications for accuracy and completeness to ensure conformance with legal standards, and compliance with City requirements; inputs information into the computer system; routes plans and information.

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- Coordinates project approvals through City departments and outside agencies to assist applicants; arranges meetings with applicants and City staff to ensure timely processing of permits; monitors the progress of permit approvals.
- Approves various permits, including but not limited to sign permits, business licenses, special events, oak tree removal permits, home occupation permits, lot line adjustments, and the planning portion of minor building permits.
- Assists with the review and processing of proposed subdivision and parcel maps for conformance to city standards.
- Performs plan checking for zoning code and Planning Commission conditions including plan checks for commercial and multi-family dwellings.
- Performs complex plan checking of residential swimming pools and plan checking of commercial wall signs to verify compliance with building code regulations.
- Assists with the review and processing of proposed development projects for conformance with adopted city plans, city design/architectural guidelines and standards, applicable codes and ordinances, and other guidelines.
- Calculates and reviews commercial, residential, and multi-family building square footages, inspection, plan check, mitigation, and penalty fees from plans; prepares fee credits, tracks developer fee agreements; provides fee estimates, prepares bills, collects fees, and issues receipts.
- Assists with investigating and responding to citizen complaints concerning potential violations of city codes and ordinances.
- Conducts posting activities for planning projects and assists with noticing; performs addressing functions and notification of new or modified addresses to appropriate parties.
- Surveys property information and conducts general research to assist Planners in preparing reports, resolutions, exhibits and electronic presentation materials, and processing applications; conducts minor field inspections to determine project compliance with Planning conditions.
- Compiles data and prepares reports and summaries related to assigned activities including those for City Council, outside agencies, other City departments, and other agencies as required.
- Performs a wide range of highly complex, responsible and confidential paraprofessional administrative and office support duties in support of the Department.
- Assists with the maintenance of department records, files, and other reference materials.
- Assists with the maintenance of the City's computerized land management and street address database.
- Establishes and maintains positive working relationships with representatives of community organizations, state/local agencies and associations, City management, co-workers, and the public.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Planning approval and building permit processes and procedures, specification requirements, and construction practices
- Plot plan reviews and approvals
- Local zoning practices, codes and guidelines
- Methods of gathering and compiling data
- Property descriptions and graphic displays
- Procedures and policies for processing City applications
- Methods used in analyzing and interpreting data and building plans
- Methods, instruments, and symbols used in mapping, property descriptions and other graphic materials
- Basic principles of mathematics
- Applicable federal, state and local laws, codes and regulations related to urban planning and building including the Rocklin General Plan, the Rocklin Municipal Code, CEQA and other land use laws
- City government organization, functions, and policies
- Business letter writing and basic report preparation
- Records management principles and practices
- Modern office practices, methods, and computer equipment/applications related to work
- English usage, grammar, spelling, vocabulary, and punctuation
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone
- Techniques for providing a high level of customer service to the public, vendors, contractors and City staff, in person and over the telephone

Ability to:

- Explain and interpret City policies and regulations, procedures, fees, and basic planning and building codes and regulations to the general public, permit applicants, and City staff in an accurate and tactful manner
- Understand and interpret legal property descriptions, topographic drawings and maps, and field work
- Analyze planning and building applications for compliance with procedural requirements
- Understand and interpret site development plans
- Interpret, explain, and apply applicable laws, codes, and regulations
- Read, interpret and record data accurately
- Work independently and as part of a team
- Make sound decisions within established guidelines
- Analyze a complex issue, and develop and implement an appropriate response
- Understand the organization and operation of the City and of outside agencies as necessary to assume the assigned responsibilities

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- Analyze situations and identify pertinent problems/issues; collect relevant information evaluate realistic options; and recommend/implement the appropriate course of action
- Respond to a wide variety of requests and inquiries from the general public, developers, other City Departments, and outside agencies
- Make accurate arithmetic, financial and statistical computations; calculate square footage, fees and/or penalties from plans, and fees for zoning permit applications
- Establish, maintain and research a variety of files and records
- Perform the full range of office and clerical support duties and tasks
- Respond to and effectively prioritize multiple phone calls, emails, walk-up traffic and other requests/interruptions
- Compose correspondence and reports independently or from brief instructions.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work
- Operate modern office equipment including computer equipment and software programs
- Use English effectively to communicate in person, over the telephone and in writing
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines
- Establish and maintain effective working relationships with employees and those contacted in the course of the work
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

Minimum Qualifications:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to a Bachelor's Degree from an accredited college or university in urban planning, architecture, landscape architecture, engineering, or a related field

AND

One (1) year of full-time experience providing technical support involving planning, zoning, building and/or environmental issues.

OR

- Four (4) years of full-time increasingly responsible experience as a journey level Building or Planning Technician that included responsibility for reviewing applications for basic compliance.

License Requirements:

- A Permit Technician Certificate from the International Code Council (ICC) within twelve (12) months of appointment.
- A valid California class C driver's license with satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements:

Incumbents appointed to this class must possess mobility to work in a standard office setting; use standard office equipment, including a computer; operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone; finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment; occasionally bend, stoop, kneel, reach, climb, and walk; push and pull drawers open and closed to retrieve and file information; occasionally lift, move, and carry objects that typically weigh up to 20 pounds.

Working Conditions:

Incumbents appointed to this class work primarily in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances; may be exposed to inclement weather conditions while performing some outdoor duties; may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

FLSA: Non-Exempt

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.