

DEVELOPMENT TECHNICIAN I
DEVELOPMENT TECHNICIAN II

DEFINITION

To perform responsible technical and administrative work in one or more specialized land use areas including Public Works Engineering and Building, Environmental Utilities, Community Development, and Planning; to provide information and direction to the public on processes and requirements associated with utility planning, engineering, construction, community development, planning, and building; and to receive, review, route, process and perform minor plan checking of minor applications and permits.

DISTINGUISHING CHARACTERISTICS

Development Technician I - This is the entry level class in the Development Technician series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Development Technician I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Development Technician II - This is the journey level class in the Development Technician series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Development Technician I

Receives immediate supervision from higher level supervisor and may receive technical and functional supervision from the Senior Development Technician.

Development Technician II

Receives general supervision from higher level supervisor and may receive technical and functional supervision from the Senior Development Technician.

May exercise direct supervision over office support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

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Serve as first line of contact to internal and external customers on land use, community development and utility engineering related issues.

Provide information and direction to the public related to utility development, community development, planning, building, engineering and permit processes via phone, e-mail and counter work.

Review, interpret, and provide information and direction to the public regarding applicable local, state and federal regulations, planning, engineering and codes, ordinances, documents, standards and guidelines.

Perform minor plan checks; review, log-in and coordinate routing of various plans and permits.

Calculate land use related fees and provide fee estimates as requested; issue minor permits.

Coordinate land use and utility engineering revenue collections with the City's finance department.

Research, compile and analyze data for special projects and various reports.

Maintain manuals and update resource materials.

Recommend and participate in implementation and improvement of policies and procedures.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related work as required.

When assigned to Public Works-Engineering

Log project evaluation requests into database for future workload tracking; evaluate pending deferred improvement agreements and reimbursement agreements on a semi annual basis.

Provide and maintain the addressing for new project sites; work with the addressing committee to maintain changes in addressing standards.

Coordinate and maintain the long-term storage of files, file scanning, and the projects in process files and maintain records of the database for file locations.

When assigned to Development Services-Building

Access, enter, and update computerized plan check data entry and tracking systems; provide information to the public relating to the status of projects and permits.

Prepare reports, memos, and letters pertaining to development review and permitting.

When assigned to Community Development

Monitor City Council action regarding modification to or adoption of new development fees; work with all City development departments to collect fee updates; compile information on fee-related issues and collect data for nexus (AB 1600 fees) or cost recovery studies necessary to consistently collect appropriate fees.

Update and distribute annual development fee publications; notify affected staff of fee updates and post fee updates to City website.

Confer with and provide information to architects, builders, contractors, engineers, developers, and local school districts regarding fees.

When assigned to Planning

Create and update a variety of maps; review commercial and residential plans for plan check approval, exhibits, and graphic illustrations on the computer using a variety of drafting and graphics software.

Perform drafting work by using computer; update base maps, zoning and land use maps, plot maps, charts and other exhibits in a variety of sizes on plotter and printers.

Update and maintain automated land use parcel database; create reports, queries and compile statistical data using database functions.

Participate in the development, coordination, and maintenance of city-wide Geographic Information Systems (GIS), including conversion procedures of mapping data and databases; develop and document GIS procedures; perform data maintenance, updates, drafting, and create maps and reports using GIS software.

MINIMUM QUALIFICATIONS

Development Technician I

Knowledge of:

Utility and land use planning, design and construction processes.

Organization and operation of the City and outside agencies involved with development approvals and coordination.

Research techniques, resources and sources of information related to Environmental Utilities and land development functions.

Customer service principles and public relations techniques.

Office software applications.

English usage, spelling, grammar and punctuation.

Business letter writing and report preparation.

Ability to:

Learn, interpret, apply and explain basic local, state and federal regulations and standards.

On a continuous basis, learn and understand aspects of the job.

On a continuous basis, sit at a desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Read and understand general construction plans and specifications.

Analyze situations carefully and adopt effective courses of action.

Research, compile, analyze, interpret and prepare a variety of statistical and administrative reports.

Prepare correspondence and memorandums.

Conduct routine analytical studies; problem solve.

Make accurate mathematical calculations.

Use a personal computer and software.

Plan and organize workload.

Establish and maintain cooperative relations with the public, development and business communities, consultants, city staff and others contacted during the course of work.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Experience:

Two years of increasingly responsible administrative or technical experience that involves extensive public contact preferably related to utility issues, land development, community development or building construction/inspection.

Training:

An Associate's degree, or 60 semester units of college level course work including 18 units in a major field of study and 21 units in general education from an accredited college or university, preferably in urban planning, utility engineering, or related field. Two years of related work experience can substitute for an Associate's Degree.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Development Technician II

In addition to requirements for the Development Technician I:

Knowledge of:

City permit and plan check procedures, rules, regulations and guidelines.

Maps, construction plans and specifications.

Pertinent local, state and federal regulations, building, zoning, engineering and planning codes and regulations related to the permits process.

Ability to:

Interpret, apply and explain advanced regulations and standards.

Understand complex construction plans and specifications.

Respond to and assist in the resolution of difficult and sensitive development related inquiries and complaints.

Independently prepare correspondence and memorandums.

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Use independent judgment and personal initiative.

Know, understand, interpret and explain department and program policies and procedures.

Experience and Training

Experience:

Two years of responsible experience performing duties comparable to that of a Development Technician I in the City of Roseville.

Training:

An Associate's degree or 60 semester units of college level course work including 18 units in a major field of study and 21 units in general education, preferably in urban planning, utility engineering, or related field. Two years of related work experience can substitute for an Associate's Degree.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of a permit technician certificate from the International Code Council may be required by the position.

06-01-18

04-19-13

05-12-07

12-13-05 Development Technician I/II