Bargaining Unit:

FLSA:

Position Number:

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DEVELOPMENT SERVICES TECHNICIAN II

DEFINITION

Under general supervision, to provide customer assistance with building permit applications; to receive applications and calculate fees; to issue over-the-counter permits; to perform basic plan checks for non-complex projects; to ensure compliance with zoning rules and standards; to review building permits, lot mergers, boundary adjustments, lot splits, site plan approvals, and other land use documents; to process routine planning applications; to perform general technical planning support work; to perform a variety of fiscal, statistical, and office support work; to perform a variety of technical engineering office work; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced working level in the Development Services Technician class series. Incumbents perform a variety of the more complex work associated with the Development Services Department, including issuing building permits and receiving permit applications and plans. The incumbent deals with zoning issues, limited business license issuance, understanding and explaining City engineering standards, performing plan review and performing their assignments with minimal guidance and supervision. This class will provide support for the professional planning staff and perform a variety of technical engineering office work.

REPORTS TO

Director of Development Services and/or Chief Building/Construction Project Official

CLASSIFICATIONS DIRECTLY SUPERVISED

This is not a supervisory class.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Provides a variety of customer assistance in receiving building permit applications, calculating fees, compiles statistical information on permit activates and prepares reports; issues over-the-counter permits; receives documentation for a variety of commercial and residential projects and distributing documents to appropriate staff; provides code enforcement support; receives and researches inquiries regarding property records, maps, plans and legal descriptions; assists with preparation of estimates for sewer connections, sewer charges, and extension costs; processes routine planning applications, providing advice and assistance to applicants; reviews building permits and business license applications for compliance with zoning

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (continued)

requirements; provides a variety of support and assistance associated with planning, building, and engineering concerns with new construction; answers public inquiries regarding planning issues, permit procedures, engineering standards and zoning concerns; provides permit issuance and estimated cost for public right-of-way work; orders and maintains supply inventories, pay s Department bills, assists with preparation and tracking of Department budget; provides a variety of office and administrative support work for the Department; and operates office equipment.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; frequent contact with other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

Modern office methods and procedures.

Principles of fiscal record keeping.

Computerized record keeping and fiscal systems.

Engineering mathematics, including algebra, geometry and trigonometry.

Data collection and analysis.

Application and standard construction practices for installation of sewer, water, storm drains, and streets.

Drafting methods, procedures, and equipment.

Permit application procedures and review processes.

Public relations techniques.

Ability to:

Learn and perform complex, technical support work in the issue of City building permits.

Perform a variety of fiscal, administrative, and office support work.

Read, interpret and explain applicable codes and ordinances.

Make mathematical calculations quickly and accurately.

Learn and perform basic engineering office work.

Learn and perform basic plan checks for non-complex projects.

Read and understand planning and zoning laws and ordinances.

Maintain a variety of records and files.

DEVELOPMENT SERVICES TECHNICIAN II - 3

DESIRABLE QUALIFICATIONS (continued)

Deal tactfully and courteously with the public.

Effectively represent the Development Services Department in answering questions and inquiries, providing assistance and dealing with concerns from the public, community organizations, other City staff, and other agencies.

Establish and maintain cooperative working relationships.

Training and Experience:

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

Completion of an Associate Degree in geography, graphic design, business, construction technology, or an equivalent combination of education and experience that demonstrates experience with building design, engineering principles or technical planning assistance work, with one year's experience as a Development Services Technician I with the City of Merced, or two (2) years of experience in an equivalent position.

Special Requirements:

Certification as a Permit Technician with I.C.C. (International Code Council) Possession of an appropriate California driver's license.

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The City of Merced assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a meet and confer process and are subject to the Memorandum of Understanding currently in effect.

APPROVED ______ DATE: August 12, 2002

Chairperson Personnel Board