City of Woodland

COMMUNITY DEVELOPMENT TECHNICIAN I/II

DEFINITION

To perform a variety of clerical and technical duties in support of field and office work for the professional building and planning staff.

SUPERVISION RECEIVED AND EXERCISED

Immediate supervision is provided by the Chief Building Official or Senior Planner or his/her designee. The Community Development Technician I is an entry level position and will perform the most basic and routine tasks to assist the department. The Community Development Technician II is a journey level position and will perform responsible and technical assignments in support of the department. Incumbents may primarily be assigned to building or planning depending on need.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

Planning

ESSENTIAL JOB FUNCTIONS:
Perform a variety of clerical and technical duties in support of field and office work for the professional planning staff, including the design and drafting of a variety of maps, charts, exhibits, video presentations, and other graphic representations. Update maps, zoning and land use maps, records and other pertinent files. Assist in preparing staff reports for the Planning Commission, Building Board of Appeals and City Council; may research information and prepare materials for presentations at public hearing. Assist professional staff members in field inspections and the collection, tabulation, and analysis of various information, including physical, social and economic characteristics of the City, statistical computations, and construction activity; create and maintain corresponding computer database and map files. Provide general information to the public, development community and other government agencies pertaining to land use, zoning, base maps, ordinance violations, and City planning and development policies, procedures, and standards. Accept and process planning and building permit applications. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Check legal descriptions of property, section maps, and regulations for appropriateness of site of lot size, and setback; to obtain names and addresses of property owners from appropriate records for zoning hearing notices. Process minor planning project applications; review applications and plans for completeness, route to appropriate parties for comments, prepare public notice, prepare staff report, and make public presentations. Promote and maintain safety in the work place. Prepares handbooks, brochures, pamphlets, and other manuals. Work cooperatively with others. Perform related duties as assigned.

Building

ESSENTIAL JOB FUNCTIONS:
Act as primary contact for building permit applications. Greets customer, schedules inspection appointments and receives call for information requests, directs callers and/or provide the correct information to customers. Advises contractors, developers, engineers, architects and the public on permit process requirements and permit status. Verifies contractors' licenses, City business licenses, worker's compensation, insurance and property ownership. Calculates permit fees and ensures all permit fees are paid or, if deferred, that appropriate documentation is recorded. Interprets simple blueprints and building plans for processing and/or code compliance. Reviews applications for completeness so that plans can be reviewed for accuracy and compliance with local, state, and federal regulations and policies. Researches and updates permit application status in response to inquiries from staff and the public. Enter data into automated system and logs permit activity. Collects and compiles data as directed for preparation of reports and statistical information. Circulates permit submittal to other departments and consultants for review and records responses. Issues permits, as directed, that are in compliance with standardized requirements. Prepares and issues bills, receipts, letters, statistical reports and other forms. Schedules inspections in compliance with standardized requirements. Regular and consistent attendance.

OTHER JOB FUNCTIONS:

Promote and maintain safety in the work place. Work cooperatively with others. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Basic principles, practices, and purposes of urban planning, for planning assignment.

Principles, practices and techniques of drafting and graphic design, including materials and equipment used in drafting and freehand drawing, for planning assignment.

Operation and programs of a personal computer and other graphic software, relational database systems, and other peripheral equipment. G.I.S. software and computer aided drafting (i.e. Auto CAD) experience is desirable for the Technician II position, for planning assignment.

Property description and requirements pertaining to the preparation and maintenance of property maps, for planning assignment.

Components of construction drawings and specifications, building industry, and principles, for planning assignment.

Basic plan check and building permit, fire, or hazardous materials permit approval process and procedure, for the building assignment.

Basic building construction terminology, practices and concepts, for the building assignment.

Applicable local, state, and federal engineering and building codes, ordinances, standards, guidelines, processes and requirements, for the building assignment.

Manual and automated filing and permit tracking systems and recordkeeping, for the building assignment.

Safety principles, practices and procedures.

Skill to:

Provide information to the general public regarding planning and building department services, per position assignment.

Communicate clearly and concisely, orally and in writing.

Efficiently operate a personal computer and specialized software programs.

Pay close attention to details.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Develop cooperative public relations with developers, businesses, and the general public.

Properly interpret and make decisions in accordance with laws, regulations, and policies.

Prepare maps, sketches, charts, graphs and other graphic representations for public display, reports, and illustrations for hearings, for planning assignment.

Perform detailed review of permit submittal and prepare responses to insure completeness and conformance to processing requirements, for the building assignment.

Read and interpret simple plans and blueprints, for the building assignment.

Work on several tasks simultaneously, plan and organize workload, and meet deadlines.

Use good judgment in the course of work.

Make simple mathematic calculations and reports.

Read construction drawings.

Collect and organize data pertaining to land use and development.

Compute and collect fees.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Education and Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Technician I – High School diploma or equivalent.

Technician II – High School diploma or equivalent., supplemented by related college level coursework or specialty training in planning or building is preferred.

Experience:

Technician I – One year of office and/or field work experience in a planning or building department or related field.

Technician II – One year work experience as a Community Development Technician I.

License and Certificate:

Technician II –

Planning assignment - requires possession of a planning or related certificate issued by the University of California or the equivalent, within one year of appointment.

Building assignment - requires possession of International Code Council (ICC) Permit Technician Certificate within one year of appointment.

Valid California Driver's License.

Council Action: September 7, 2004