



Title: Development Technician I

FLSA Status: (Non-Exempt)

BRIEF DESCRIPTION:

The purpose of this position is to provide technical assistance to citizens, construction industry professionals, and other City employees pertaining to the Building, Engineering, and Fire development processes, permitting, and fees. The Development Technician I experiences extensive public contact accepting and reviewing plans, explaining processes and procedures, responding to questions and concerns, issuing permits, and tracking and monitoring the permit process. Other duties may include completing related tasks as assigned.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Processes submittal and permit applications; assesses applicable review, permit, and impact fees; reviews assurances for compliance with City requirements; verifies insurance and licensing requirements have been met; issues permits; processes permit extension requests; assists the general public and construction industry professionals with the interpretation of application forms and submittal requirements.
2	L	Reviews and tracks all electronic and/or hard copy plans, reports, and other plan review documents; distributes documents to the appropriate reviewer, other City departments, and external agencies; coordinates with staff and maintains communication with customers on review status, plan pick up, fees, re-submittals, approvals, certificates of occupancy, final letters of acceptance, and warranty releases; update permitting database throughout process.
3	S	Provides assistance to the Engineering and Building Inspectors with regards to application statuses, fees, permits, plan sets, and scheduling inspections.
4	S	Responds to inquiries in person, over the telephone, by fax or via e-mail regarding the Engineering, Building, and Fire submittal requirements, code requirements, permit procedures, code violations, and other Governmental Agencies' regulations such as the State Registrar, State Board of Technical Registration, Maricopa County Environmental, and Arizona Department of Environmental Quality.



5	S	Performs technical review of minor plans. Reviews plans and documents for compliance with applicable codes and provides written correspondence relating to required plan check corrections.
6	S	Creates and maintains trust accounts for contractors and developers; produces reports showing and identifying each transaction as requested and assists with reconciliation.
7	S	Processes public records requests, archives and monitors completed permits and supporting documentation, and assists in the testing and implementation of upgrades/enhancements to the permitting software.



JOB REQUIREMENTS:

-Description of Minimum Job Requirements	
Experience	1-2 years technical experience in construction trades; or permitting environment is desired. Equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for the position. The job requires a good working knowledge of common and uncommon techniques, methods, practices, procedures, use of forms, routines, etc., of a moderate to complex nature.
Education	High school diploma or GED plus additional course work (equivalent to up to 1 year at a Community College or equivalent resulting in accumulation of similar knowledge and abilities).
Technical Skill	Work requires predominately routine and some non-routine technical skills. Requiring practical knowledge of a technical field with use of judgment and decision-making abilities appropriate to the work environment to the organization.
Physical Demands	Work requires moderate physical exertion. Forces exerted are equivalent to lifting between 10 and 25 pounds. Job requirements for manual dexterity or physical manipulation are also moderate. The need for physical stamina and endurance is of some significance. The degree of physical strain produced on the job is moderately taxing, and is fatiguing. Work could involve a considerable amount of walking, standing, a confining or tiring work position, or constant periods of sitting in one position where the freedom does not exist to walk about.
Contacts	Contacts are an integral part of the job as work involves internal and external contacts for the purpose of problem-solving with respect to matters of considerable importance to the organization requiring tact, diplomacy and persuasiveness and/or where no guidelines exist. Improper handling could affect relationships between departments or functions. Contacts are frequently at the same or higher levels. Interactions may affect City business. Work involves regular contact with people who are upset, uncooperative or have difficulty communicating their requirements and/or a regular requirement to communicate information that people do not want to hear or may find upsetting.
Responsibility	May show another employee how to perform a task or may have some lead authority over one or more people for a short period of time throughout the year. May train replacement and/or co-workers in own job functions.
Accountability	Decision/action situations have a moderate impact on the organization. Errors are usually detected after the fact and may result in significant interruption and delay in work output and may have an impact on resources within a department or on other departments and external relationships. Errors with fees may cause a financial impact.
Environment	Exposure to some undesirable or unpleasant environmental characteristics. Physical environment is generally safe and there is minimal health risk. No safety equipment or unusual precautions are required.
Safety	Work involves few, if any duties that if incorrectly performed could present a safety risk to others.
Reading	Work requires the ability to read code manuals, permit applications, inspection results, office procedures, as well as construction plans, related documents, maps, and plats.
Math	Basic - Ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, division). Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to prepare informational handouts, procedures, workflow requirements, reports, business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certifications & Other Requirements	None



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with “L”-				
Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously <small>2/3 or more of the time.</small>	F Frequently <small>From 1/3 to 2/3 of the time.</small>	O Occasionally <small>Up to 1/3 of the time.</small>	R Rarely <small>Less than 1 hour per week.</small>	N Never <small>Never occurs.</small>
--	--	--	--	--

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Observing work site, observing work duties, communicating with co-workers
Fine Dexterity	C	Computer keyboard, telephone keypad, calculator
Walking	O	To other departments/offices, around work site
Lifting	O	Supplies, files, plans, reports
Carrying	O	Supplies, files, plans, reports
Sitting	F	Desk work, meetings, driving
Reaching	F	For supplies, for files, for plans
Handling	F	Paperwork, plans, reports
Pushing/Pulling	F	File drawers, tables, chairs, carts, plans, reports
Climbing	O	Stairs, step stools
Vision	C	Reading, computer screen, driving
Foot Controls	N	Driving
Balancing	O	On step stools
Bending	O	Filing in lower drawers, retrieving items from lower shelves/ground
Crouching	O	Filing in lower drawers, retrieving items from lower shelves/ground
Hearing	C	Communicating via telephone/radio, to co-workers/public
Kneeling	O	Filing in lower drawers, retrieving items from lower shelves/ground
Crawling	N	Under equipment
Twisting	O	From computer to telephone, counter to computer
Talking	F	Communicating via telephone/radio, to co-workers/public
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Standard office equipment, Microsoft Office, Accela Civic Platform, Accela Citizen Access, Accela Mobile Office, Adobe, Mapviewer, EMS Fieldmap, Tax Mantra, and 10-key calculator

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never		D Daily	W Several Times per Week	M Several Times per Month	S Seasonally	N Never	
-Health and Safety Factors-						-Environmental Factors-					
Mechanical Hazards					N	Extreme temperature					N
Chemical Hazards					N	Wetness and/or humidity					N
Electrical Hazards					N	Respiratory hazards					N
Fire Hazards					N	Noise and vibration					N
Explosives					N	Physical hazards					N
Communicable Diseases					N						
Physical Danger or Abuse					N						
Other:											

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
-Description of Non-Physical Demands-			-Frequency-
Time Pressure			F
Emergency Situation			R
Frequent Change of Tasks			F
Irregular Work Schedule/Overtime			R
Performing Multiple Tasks Simultaneously			F
Working Closely with Others as Part of a Team			F
Tedious or Exacting Work			F
Noisy/Distracting Environment			F
Other			

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other	
Recreation/Neighborhood Center			