



## Title: Development Technician II

FLSA Status: (Non-Exempt)

### BRIEF DESCRIPTION:

The purpose of this position is to perform advanced technical and paraprofessional duties reviewing permit applications and providing guidance and assistance to permit staff. This is accomplished by performing a variety of advisory and technical tasks relating to the requirements of the permit application 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 | S    | Provides guidance to permit staff and assists in resolving difficult permit and inspection issues.   |
| 2 | S    | Researches and answers highly technical development engineering, planning and building questions at the counter and over the phone.  |
| 3 | L    | Performs technical review of plans for minor residential additions or modifications for approval or denial of building permit.   |
| 4 | S    | Conducts technical review of application and plans for completeness during the in and out process; evaluates and assess building permit fees, water and sewer, and impact fees as necessary. |
| 5 | L    | May provide assistance and back up services to permit staff during temporary staff absences, meetings, and periods of heavy workloads.   |



**JOB REQUIREMENTS:**

| -Description of Minimum Job Requirements |   |
|--|---|
| Experience                               | 2-4 years experience. Considerable previous experience required in the same or similar previous positions. The job requires a sound knowledge of common and uncommon techniques, concepts, methods, practices, use of forms, routines, etc., of complex nature.   |
| Education                                | High school 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                          | Advanced technical skills. Work requires advanced skills, specialized knowledge, and extensive expertise in approaches and systems.   |
| 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                           | The job requires the provision of guidance to other front counter staff. The job does not have formal or official supervisory responsibilities. The job does not perform a personnel function, supervise the employees or handle non-work problems.   |
| Accountability                           | Decision/action situations have a significant impact on the organization. Errors are difficult to detect and result in immediate impact on resources and continuing influence on operational effectiveness. Revenue, productivity, service, quality, security of assets or external relationships may be adversely affected. Corrections may be more costly than original action.   |
| 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                                   | Responsibility for personal performance as a source of minor safety risk. Work involves intermittent but daily use of equipment, tools or materials or defusing of potentially volatile situations.   |
| Reading                                  | Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.   |
| Math                                     | Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.   |
| Writing                                  | Intermediate - Ability to write reports, prepare 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      | ICC Residential Plans Examiner Certification within 1 year of hire.<br>ICC Permit Technician Certification preferred.   |



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

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   |
| Carrying                           | O           | Supplies, files   |
| Sitting                            | F           | Desk work, meetings, driving  |
| Reaching                           | F           | For supplies, for files   |
| Handling                           | F           | Paperwork   |
| Pushing/Pulling                    | F           | File drawers, tables and chairs   |
| 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  |
| Talking                            | F           | Communicating via telephone/radio, to co-workers/public                   |
| Other<br>(specified if applicable) |             |   |



**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Standard office equipment, engineer and architect scale, and 10-key calculator

**ENVIRONMENTAL FACTORS:**

| C<br>Continuously           | F<br>Frequently | O<br>Occasionally | R<br>Rarely | N<br>Never |   | D<br>Daily              | W<br>Several<br>Times per<br>Week | M<br>Several<br>Times per<br>Month | S<br>Seasonally | N<br>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<br>Frequently<br>From 1/3 to 2/3 of the time | O<br>Occasionally<br>Up to 1/3 of the time | R<br>Rarely<br>Less than 1 hour per week | N<br>Never<br>Never occurs |
|--|--|--|----------------------------|
| -Description of Non-Physical Demands-          |  |  | -Frequency-                |
| Time Pressure                                  |  |  | O                          |
| Emergency Situation                            |  |  | R                          |
| Frequent Change of Tasks                       |  |  | O                          |
| Irregular Work Schedule/Overtime               |  |  | R                          |
| Performing Multiple Tasks Simultaneously       |  |  | O                          |
| Working Closely with Others as Part of a Team  |  |  | F                          |
| Tedious or Exacting Work                       |  |  | F                          |
| Noisy/Distracting Environment                  |  |  | N                          |
| Other  |  |  |                            |

**PRIMARY WORK LOCATION:**

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