



Job Title: **Development Services Technician I/II**  
Department: Community Development  
Revision Date: September 1, 2022  
FLSA Status: Non-Exempt  
FLSA Exemption: N/A  
Job Reports To: Community Development Manager  
Pay Grade: 7 (DST I); 9 (DST II)  
Full-time: X

## Job Description

### Summary/Objective

The Development Services Technician I/II is the entry to journey-level classification in the Development Services series. Under general supervision, incumbents are responsible for providing quality customer assistance and service at the public counter; responding to questions regarding the City's development processes; calculating and collecting fees; processing construction plans, forms, and permit applications for the issuance of development and construction permits for commercial, industrial, and residential projects; completing over-the-counter plan check reviews; assisting developers and the general public on building and planning related matters; processing simple to moderately complex planning reviews, and providing technical and responsible support to the Building & Safety and Planning Divisions.

**Essential Job Functions** *The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:*

1. Interpret and explain building code requirements, departmental policies and procedures related to permit issuance, plan check, and inspection processes to construction contractors, architects, builders, property owners, and the general public at the public counter, over the phone, and by e-mail.
2. Receive and review building applications and related drawings and information for accuracy, completeness and compliance with established regulations.
3. Issue building, planning, and other construction related permits.
4. Review routine construction plans for proposed structures such as patio covers, small room additions, signs, walls, fences and related items to determine compliance with pertinent building safety regulations as defined in state and local codes, and indicate needed changes or modifications.

5. Route plans and related documents to appropriate staff, informs customers of the review process status.
6. Perform estimates of fees for construction projects; compute and process fees.
7. Review basic building plans and other development related applications, for conformance with appropriate regulations and conditions of approval for a specific case.
8. Assist the general public by providing basic information on zoning, General Plan, and development related case processing.
9. Receive and schedule requests for inspections.
10. Coordinate and direct the work of specialized clerical support staff.
11. Coordinate with other City departments, divisions, and outside regulatory agencies.
12. Assist in maintaining computerized data base and produce statistical and other required reports.
13. Prepare and maintain records.
14. Assist in the analysis and interpretation of social, economic, population, and land use data and trends; assist in the preparation of written reports on various planning and environmental matters.
15. Compile basic information and make recommendations on special studies of a limited scope.
16. Research and draft ordinances for review with supervisor.
17. Review basic re-zoning, variances, conditional use permits, design review, and other similar planning related applications; assist with preparing legal notices to public hearings; assist with preparing reports pertaining to advisability and permissibility of the requests; confer with property owners and petitioners regarding effect and implications of zoning and development actions.

**Other Job Related Duties** Performs related duties or responsibilities as assigned.

**Conformance Statement** In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with direct supervision.
- Interact professionally with employees, residents, contractors and elected officials.
- Work cooperatively and effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Maintain the highest level of ethical behavior in all matters.

### **Competencies**

- Ethical Conduct

- Time Management
- Organization Skills
- Financial Management
- Project Management
- Personal Effectiveness/Credibility

## **Qualification Guidelines**

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

**Education/Experience** High school graduation or equivalent (GED) and a minimum of two years of experience in processing building permits; and/or reviewing minor construction plans for code compliance and completeness; and/or serving as a Building Inspector for a public agency; and/or work similar to a Building Permit Technician, Development Services Technician, or Planning Technician for a public agency or contractor.

Or,

**Education/Experience** Equivalent to the completion of two years of college (60 semester units or 90 quarter units) toward a Bachelor's Degree from an accredited college or university in Architecture, Plans Examination, Planning, Construction Management or a related field considered to be useful Building or City Planning work. No experience required, however, the completion of an internship is highly desirable.

**Desirable** One (1) year of experience in municipal Building & Safety or Planning comparable to that of a Building Permit, Development Services, or Planning Technician is desirable. A Bachelor's Degree from an accredited College or University in a closely related field is desirable. Certification as a Building Permit Technician from the International Code Council is highly desirable. Bilingual in Spanish is highly desirable.

## **Condition of Employment**

Must possess and maintain a valid California Driver's License and maintain a clean driving record for insurability through the City of San Jacinto. Failure to maintain license/insurability will result in disciplinary procedures including suspension without pay, demotion, and/or termination without Administrative or Judicial appeal.

## Knowledge, Skills & Abilities

### Knowledge of:

- Basic building construction terminology.
- Basic principles and practices of plan checking and plan review processes.
- Basic principles and practices of urban planning and land use.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Basic principles of mathematics.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Personal computer operation including common office software applications, specifically proficient in Microsoft Office Suite especially Word and Excel.
- Digital graphic presentation applications (such as but not limited to PowerPoint, ARC GIS, etc.).
- Research and investigation procedures.
- Statistical and research methods as applied to the collection, analysis and presentation of data.

### Skills:

- Communicate expectations to others and provide direction clearly and concisely, orally and in writing.
- Creative thinking and problem solving.

### Ability to:

- Provide exceptional customer service.
- Read building plans, site plans, building elevation plans and grading plans.
- Plan and prepare comprehensive, clear, and concise reports with sound recommendations.
- Communicate clearly and concisely, orally and in writing.
- Work effectively in a high volume, fast paced environment.
- Understand and explain City policies, procedures, fees, and basic planning and building codes and regulations to the general public, permit applicants, and City staff.

- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Read and interpret plans, specifications, related construction documents, and maps.
- Read, interpret, and record data accurately.
- Perform mathematical calculations quickly and accurately.
- Work independently and as part of a team.
- Make sound decisions within established guidelines.
- Respond to issues and concerns from contractors, homeowners, and the community.
- Operate office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

### **Work Authorization/Security Clearance**

Must complete post-offer/pre-employment Department of Justice finger printing and background screening. Work authorization as required by the U.S. Citizenship and Immigration Services is mandatory within three business days of hire.

### **Disaster Service Worker Requirements**

Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.

### **Pre-Employment**

All employment offers are contingent upon successful completion of a pre-employment physical exam, a criminal background investigation which includes finger printing and a Department of Transportation pre-employment drug/alcohol test.

### **Working Conditions, Mental and Physical Demands**

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

**Work Environment** Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups, and over the

telephone; frequently required to sit, stand, walk, use hands and fingers, and reach with hands and arms.

Employees work in an indoor office environment with moderate noise levels, controlled temperature conditions, fumes are not generally present, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**Physical Demands** This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift books and files from shoulder-level and above, carry, push, and pull materials and objects weighing up to 50-pounds.

Visual acuity to perform routine filing of documents is required; and use of a computer keyboard and software. While performing the duties of this job, the employee is regularly required to see, talk, and hear.

**Essential Mental Functions** Regularly use of written and oral communication skills, read and interpret data, analyze and solve problems; observe and interpret situations; interact with City staff and customers.

Able to make quick decisions, provide guidance and direction to or oversee others, problem solve, read, write, and speak publicly. Essential to be able to read, organize, process and interpret data, and be able to add, subtract, multiply and divide.

### **Supervisory Responsibility**

This position has no supervisory responsibilities.

### **Expected Hours of Work/Work Schedule**

Monday – Thursday 7:00 AM – 6:00 PM (4x10 work week). Occasional evening and weekend work may be required as job duties demand.


### **Travel**

10-20% travel is expected for this position.

**Disclaimers and Approval**

This disclaimer informs the employee that the job description is not a contract between the employee and the City. The City may change the job description and may request the employee to perform additional duties not included in this description.

This job description has been approved by all levels of management:

City Manager  Date 9/6/2022

Deputy City Manager Development Services  Date 9/1/22

Human Resources  Date 9/1/2022

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Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_