



October 2012
FLSA: NON-EXEMPT

PLANNING TECHNICIAN II

DEFINITION

Under general supervision, performs a variety of technical and administrative support work in support of the City's planning, building, engineering, transit, waste management, and code enforcement; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Public Works Director/City Engineer. Exercises no direct supervision over staff. May exercise technical and functional direction over and provide training to less experienced staff.

CLASS CHARACTERISTICS

This is the full journey-level class within the Planning Technician series. Positions at this level perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions at the Planning Technician II level may be filled by advancement from the I level requiring two (2) additional years of experience and after gaining the knowledge, skill, experience, licenses, and certifications which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class. When filled from the outside, the requirement is to have three (3) years of prior related experience to meet the qualification standards for the II level. This class is further distinguished from the professional Planner series in that the latter requires completion of a four-year degree and performs professional planning work with independent judgment.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Researches, analyzes, and interprets City's zoning code; processes lot line adjustments, lot merges, and conditional use permits;
- Provides customer service to the public in person, over the phone, and through written reports on a variety of City issues including zoning, building permits, waste management and recycling.
- Prepares staff reports for the City Council pertaining to the City's planning, building, engineering, transit, waste management, and code enforcement as needed; prepares Building Permits issued report

on a monthly basis for the City Council; reports on Community Block Development Grant (CDBG) grants; reports on waste management and recycling programs.

- Responds to complaints from the public regarding the City's zoning, municipal codes and ordinances.
- Review plans and applications for city encroachment permits; explains permit processing and fees to the public, contractors, architects.
- Collects fees for a variety of applications, registrations, licenses, and issue receipts for fees collected.
- Prepares and assembles Planning Commission agenda packets; attends meetings, takes minutes, conducts various surveys and studies.
- Provides waste management/recycle information to the City's consultant; ensures compliance with State mandates, Calrecycle AB 939 requirements; collects and compiles data from various sources to produce the Electronic Annual Report (EAR) for Calrecycle; provides technical assistance and information to commercial owners and implements the City's commercial AB341 recycling programs.
- Administers the CDBG; performs a variety of duties involved in the research, development, implementation, promotion and administration of CDBG, and any awarded community development grant program.
- Participates in data gathering and report writing regarding these grant programs; acts as liaison, and discusses issues related to these programs with the City Council, other City departments, developers, community based development organizations, contractors, subcontractors, and all other parties.
- Attends and participates in professional group meetings; represents the City at various meeting; stays abreast of new trends and innovations in the fields of planning, building, engineering, transit, waste management, and code enforcement.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Site planning and architectural design principles.
- Concepts of architecture, and engineering as they relate to assigned projects.
- Basic principles of contract management practices in a public agency setting.
- Applicable Federal, State, and local laws, codes, and requirements and related reports.
- Principals of grant compliance and reporting.
- Researching and reporting methods, techniques, and procedures.
- Recent developments, current literature, and sources of information related to planning, building, engineering, transit, waste management, and code enforcement.
- State waste management recycling mandates.
- Principles of advanced mathematics and their application to planning work.
- Methods and techniques of effective technical report preparation and presentation.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work, including the GIS software.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

Ability to:

- Interpret City programs to other City staff and consultants; identify and respond to issues and concerns of the public.
- Read plans and specifications and make site visits.
- Conduct routine research projects, evaluate alternatives, and make sound recommendations.

- Read, interpret, apply, and explain technical written material and complex Federal, State, and local policies, procedures, laws, regulations, ordinances, and City planning policies and procedures.
- Read and understand technical drawings and specifications.
- Perform mathematical and planning computations with precision.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, and other written materials.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Make sound decisions within established policy and procedural guidelines.
- Organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- 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.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to the completion of the twelfth (12th) grade. An Associate of Arts degree with coursework in planning, public administration or related field is desirable. Three (3) years of responsible and specialized planning experience, or two (2) years of experience equivalent to the work performed by the Planning Technician I in the City of Escalon.

Licenses and Certifications:

- Valid California class C driver's license with satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary office and partially a field classification and standing in and walking between work areas and development sites is 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, carry, push and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, or road hazards. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.