

CLASS SPECIFICATION
Development Services Technician Trainee

FLSA Status: Covered
Union Representation: Professional and Technical Employees (PTE)

GENERAL PURPOSE

Under close supervision, positions in this trainee class will learn and assist with a range of development review functions. Trainees will receive on-the-job training in supportive and technical tasks for development review, which may include the permitting process, the plan review process, planning and zoning process, records research and City Code, policies and procedures.

The trainee program is a structured on-the-job training program, typically lasting nine to twelve months, with established work performance measures and goals. Appropriate progress in meeting the established work performance measures and goals and successful completion of the training program is required for continuation in this classification. Upon successful completion of the training program trainees will be eligible for appointment as a Development Services Technician I.

DISTINGUISHING CHARACTERISTICS

Development Services Technician Trainee is the trainee class in the Development Services Technician series. Incumbents receive training to perform standard supportive and technical tasks in development review as assigned. Completed work is reviewed for accuracy and compliance with instructions.

Development Services Technician Trainee is distinguished from Development Services Technician I in that incumbents in the latter class perform more standard to moderately difficult tasks and are more process oriented, typically performing well-defined duties, are assigned discrete portions of a larger project, and exercise basic problem-solving skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Assists in and learns to respond to customer and public inquiries. Assists in and learns to explain and interpret codes, policies, standards, fees and procedures to the public, contractors and other public or utility organization to assist in problem solving and improve their understanding of City programs and to ensure adherence to procedures in moderately complex technical matters.
2. Assists in and learns to review a variety of plans for conformance with applicable regulations and standards to ensure completeness and compliance with submittal requirements and issuance standards.
3. Assists in and learns to process applications for permits, inspections or services and issue work orders and permits.
4. Assists in and learns to interpret and obtain information from various databases, plans and maps.

5. Assists in and learns to create, update and maintain various databases, record keeping systems and maps for assigned projects.
6. Assists in and learns to calculate charges such as building application fees, sewer rates, zoning application fees and various construction permit fees and records payments.
7. Assists in and learns to coordinate with other bureaus and outside agencies or contractors in order to facilitate the permitting and plan review processes.
8. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Mathematical calculations required for permitting work; calculating fees, calculating refunds, and basic engineering and/or architectural procedures, symbols and terminology.
2. Standard office practices and procedures for maintaining and setting up both manual and electronic files; basic methods and procedures for archiving and retrieving records and information; and data-gathering and research techniques.

Ability to:

1. Understand and follow written and oral instructions, work under general supervision, and work simultaneously on multiple tasks.
2. Perform detailed work thoroughly, neatly, accurately and efficiently.
3. Learn to perform mathematical calculations, including algebraic and geometric level calculations.
4. Establish and maintain effective working relationships with bureau management and staff, contractors and others encountered in the course of work.
5. Learn and interpret City codes, state rules, regulations, and policies and apply these to a variety of customer requests, including providing technical guidance to City staff, private businesses, other governmental agencies and citizens.
6. Learn to interpret and explain both orally and in writing technical information to the public, specifically City Codes, policies, procedures and regulations.
7. Learn to search and obtain information from such documents as regulations, reports, application forms, manuals, property records, plans, specifications and various kinds of maps, graphs and construction plans; gather, record and analyze data to prepare technical reports, documents and recommendations.

8. Use safety precautions when driving or working at field sites.
9. Make independent decisions, problem solve and work under close supervision.
10. Learn and use a variety of computer programs, including the ability to maintain electronic files, retrieve and research information from electronic files and databases.
11. Learn to read and interpret various types of maps and site plans, construction plans and documents, with relation to the permit process, or explanation to the general public and customers.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school, trade school or vocational school, or G.E.D. equivalent; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license may be required for certain assignments.

PHYSICAL AND MENTAL DEMANDS

Work in this class is typically performed in an office environment, although some work may be performed in a field environment. Incumbent may be required to negotiate rough terrain, to work outdoors in all weather conditions, to work in and around traffic, and/or to be exposed to potentially hostile or threatening individuals.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 06-01-07

June 2009 - Change Job Class number from 6040 to 30000838, due to system change.

July 2017 – Updated union name from COPPEA to PTE