

**CITY OF GLENDALE**

**TITLE: Development Plans Technician CLASS CODE: 567**

**REPORTS TO: Development Plans Supervisor GRADE: 21**

**DEPARTMENT: Building Safety FLSA: N**

**JOB SPECIFICATION DATE: July 1, 2005 bwg**

**JOB SUMMARY:**

Tracks, schedules and coordinates the plan review of all new commercial construction, new subdivisions, tenant improvements in commercial remodeling, and other miscellaneous commercial projects.

**ESSENTIAL FUNCTIONS:**

1. Tracks, schedules and coordinates the plan review of all new commercial construction; new subdivisions, tenant improvements in commercial remodeling, and other miscellaneous commercial projects.
2. Acts as liaison to the project review team by assisting the developer, contractor, architect, engineer or business owners to resolve problems or questions with the plan review process.
3. Advises developers, contractors, architects, engineers, and business owners on the status of their project in the plan review process.
4. Organizes and conducts meetings with developers, contractors, architects, engineers and business owners regarding plan submittal and development process requirements.
5. Acts as a liaison for the contractor during construction of a project by providing information on certificate of occupancy procedures and scheduling inspections for the Sanitation, Planning, and Landscape departments.
6. Coordinates the issuance of miscellaneous permits for subdivision improvements.
7. Organizes and process of all commercial water meter, landscape meter, and other miscellaneous water meter permits. Researches and obtains all necessary information for the water billing and utilities departments for installation of water meters.
8. Researches and answers highly technical development engineering questions at the counter and over the telephone.
9. Analyzes and reviews plans for the installation of water taps, sewer taps, and the relocation or addition of driveways.
10. Evaluates commercial plan submittals using established guidelines for completeness prior to acceptance.
11. Assists the Building Inspection division by receiving complaints and requests for assistance for field related problems. Participates in their proper resolution.
12. Deals with and resolves potentially hostile situations with customers.
13. Provides excellent customer service while functioning in a regulatory capacity.

**SECONDARY FUNCTIONS:**

14. Performs other related duties as assign.

**KNOWLEDGE, SKILLS, ABILITIES:**

**Knowledge of:**

Development process, procedures, objectives and standards and their proper application.  
Other governmental agencies regulations, such as the State Registrar of Contractors and the State Board of Technical Registration.  
Building inspection procedures  
Development engineering and landscaping relative to the development process.

**Skill in:**

Skill in use of computers and their application to the development process.

**Ability to:**

Effectively communicate both verbally and in writing.  
Read, interpret and explain development and construction related documents.  
Explain the development or plan review process and procedures to customers with various backgrounds.  
Recognize and diffuse potentially hostile situations at the public counter and over the telephone.  
Calculate development and plan review fees.  
Provide excellent customer service while functioning in a regulatory capacity.  
Establish and maintain effective working relationships with developers, contractors, architects, engineers, and public.  
Resolve problems with contractors, developers, architects, engineers, the general public, and other city staff.  
Work independently and perform tasks involving numerous details.

**WORKING CONDITIONS:**

Office setting.

**MINIMUM QUALIFICATIONS:**

Two years of college level course work in planning, building construction, or a related field and two years experience in planning, building construction, or a related field.

Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

**SPECIAL REQUIREMENTS:**

ICBO Certification as a Permit Technician is desirable.