



THE CITY OF ROCKLIN ANNOUNCES AN
OPENING FOR:

PLANNING/BUILDING TECHNICIAN

[APPLY HERE](#)

The Vision Statement of the City of Rocklin is to become a city that provides its citizens with exceptional quality of life while maintaining its small town sense of community.



**Application Deadline:
Open Until Filled**

CAREER OPPORTUNITY:

The City of Rocklin is looking for a Planning/Building Technician, in the Economic & Community Development Department, to provide information and direction to the public on planning, engineering, and building issues, processes, and requirements at the community development counter; provide technical direction to clerical staff; assist applicants in the processing and reviewing of applications for land development and building permits by coordinating project approvals through City departments and outside agencies; review permit applications, plans, and supporting documents for proper form, completeness, sufficiency of information, conformance with legal standards, and compliance with City requirements; receive, review, route, process and plan check minor applications and issue permits; research community development issues; compile and prepare data, reports, and graphics; assist developers with the approval process; provide technical assistance to staff; perform other related duties as required.

The Planning/Building Technician is the journey level class where incumbents are expected to independently perform the full scope of assigned duties with minimal supervision. This position provides the public with a variety of technical information related to the general zoning, building and planning ordinance requirements, zoning violations, environmental review procedures, and application filing procedures. Employees at this level are required to be fully trained in all procedures related to their assigned area of responsibility. Incumbents receive direction from senior level planning and building staff and exercise technical and functional supervision and/or direction over administrative or clerical staff as assigned.



COMMUNITY

Located in South Placer County at the intersection of Interstate 80 and State Highway 65, the City of Rocklin is a thriving community of 64,417 residents located at the base of the Sierra Nevada Mountains. Rocklin is a preferred location for business and living because of its convenient location, excellent schools, diverse mix of housing, abundant parks and recreational opportunities, and the highest commitment to public safety.

Rocklin's outstanding educational systems includes Rocklin Unified, one of the top-ranked unified school districts in the state, as well as Sierra College, ranked first in Northern California for transfers to 4-year universities and William Jessup University, a fast-growing private, 4-year university.

In addition to vibrant retail centers, Rocklin has a diverse range of business types including finance, insurance, health care, technology, engineering and utilities. Businesses choose to make their home in Rocklin because of our strong demographics, low business license fees and a great quality of life that appeals to employers and their employees.

ORGANIZATION

The City of Rocklin is a General Law City and operates under the Council/Manager form of government. Five Council Members are elected at large for four-year terms. Each year, the Council elects the Mayor and Vice-mayor from within their ranks. The City Council appoints the City Manager. Management staff from all departments work closely together to ensure stable growth and ongoing quality of life within the community. The City Council consistently supports public safety goals and efforts to maintain one of the safest communities in the State.

The City prides itself as having friendly people, small town charm, as well as tree lined and safe, thriving neighborhoods. City staff work closely with residents and businesses to provide the best municipal services possible.



Salary and Benefits:

■ Salary Range

\$49,048 - \$62,599 per year

■ Medical

The City pays \$1,093 and the employee pays the difference. A variety of plans are offered through CalPERS.

■ Dental and Vision

City-paid for employee and dependents.

■ Leave Accruals

Sick Leave: 12 sick days per year.

Vacation: 15 vacation days first year, progresses up to 27 days based upon years of service.

Holidays: 10 paid holidays per year.

■ Retirement-CalPERS (in accordance with Public Employees' Retirement law)

2% @ 62 PEPRAs employees: Hired on or after January 1, 2013 with no prior membership with a California public retirement system or not eligible for reciprocity.

2% @ 55 classic employees: Current CalPERS members or former CalPERS Members without a break of service of more than 180 days.

■ Deferred Compensation

Rocklin offers optional programs for employee participation (457 plans).

■ Insurance

- Life Insurance and AD&D: City-paid \$50,000
- Long-term Disability: Coverage is 50% of monthly salary up to \$6,000/month

[Click here to view Benefits Summary](#)

EMPLOYMENT STANDARDS:

Knowledge of:

- Techniques for providing a high level of customer service to the public, vendors, contractors and City staff, in person and over the telephone
- Planning approval and building permit processes and procedures, specification requirements, and construction practices
- Plot plan reviews and approvals
- Local zoning practices, codes and guidelines
- Procedures and policies for processing City applications
- Methods used in analyzing and interpreting data and building plans
- Methods, instruments, and symbols used in mapping, property descriptions and other graphic materials
- Applicable federal, state and local laws, codes and regulations related to urban planning and building including the Rocklin General Plan, the Rocklin Municipal Code, CEQA and other land use laws
- City government organization, functions, and policies

Ability to:

- Explain and interpret City policies and regulations, procedures, fees, and basic planning and building codes and regulations to the general public, permit applicants, and City staff in an accurate and tactful manner
- Understand and interpret legal property descriptions, topographic drawings and maps, and field work
- Analyze planning and building applications for compliance with procedural requirements
- Understand and interpret site development plans
- Analyze a complex issue, and develop and implement an appropriate response

MINIMUM QUALIFICATIONS:

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

- Equivalent to a Bachelor's Degree from an accredited college or university in urban planning, architecture, landscape architecture, engineering, or a related field.

AND

One (1) year of full-time experience providing technical support involving planning, zoning, building and/or environmental issues.

OR

- Four (4) years of full-time increasingly responsible experience as a journey level Building or Planning Technician that included responsibility for reviewing applications for basic compliance.

LICENSE REQUIREMENTS:

- A Permit Technician Certificate from the International Code Council (ICC) is required within twelve (12) months of appointment.
- A valid California Class C driver's license with satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

SUPPLEMENTAL QUESTIONNAIRE (Limit your responses to one page per question)

1. After reviewing the minimum qualifications and license requirements, describe how your education and experience qualifies you for this position.
2. Do you have a Permit Technician Certificate from the ICC? (If yes, please attach your certificate).

APPLICATION PROCESS:

Applicants may apply [on-line](#) or by submitting a [hard copy employment application](#) as well as the **supplemental questionnaire** to the Human Resources Office at the address below. Incomplete applications will not be accepted. Electronic submittals are preferred.

City of Rocklin-Human Resources Office
City Hall, 2nd Floor
3970 Rocklin Road,
Rocklin, CA 95677

Telephone: (916) 625-5050 / FAX: (916) 625-5099 / Job Line: (916) 625-5060

SELECTION PROCESS:

Applications will be screened based on qualifications, and those applicants that best meet the needs of the City will be invited to participate in the next step in the City's selection process.

Offers of employment are conditional upon successful completion of a pre-employment physical examination, and fingerprint clearance. All applicants will be notified by e-mail following application review.

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