



PLANNING/BUILDING TECHNICIAN I/II

DEFINITION

Under immediate/general supervision, provides information and direction including receiving, reviewing, and processing a variety of permits/plans in one or more specialized areas, such as planning, engineering, and building at the community development counter; assists applicants in the processing and reviewing of applications for land development and building permits by coordinating project approvals through City departments and outside agencies; reviews permit applications, plans, and supporting documents for proper form, completeness, sufficiency of information, conformance with legal standards, and compliance with City requirements; provides information at the public counter, by telephone, or by other means of communication; receives, reviews, routes, processes and plan checks minor applications and issues permits; researches community development issues; compiles and prepares data, reports, and graphics; assist developers with the project and permit approval process; provides technical assistance to staff; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Incumbents receive immediate/general supervision from assigned supervisory personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Planning/Building Technician I:

This is the entry-level class in the Planning/Building Technician series and works under immediate supervision. Positions at this level usually perform most of the duties required of journey-level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. As knowledge and experience are gained, the work becomes broader in scope, and the assignments are more varied, and performed under more general supervision. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Incumbents work under direction and exercise a high level of discretion, initiative, and independent judgment in performing the full range of routine to complex job duties as described herein.

Planning/Building Technician II:

This is the journey-level class in the Planning/Building Technician series where incumbents are expected to independently perform the full scope of assigned duties under general supervision. Employees 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 department.

Positions in the Planning/ Building Technician class series are flexibly staffed, and positions at the II-level are normally filled by advancement from the I-level after gaining knowledge, skills and

experience and demonstrating proficiency which meet the qualifications for the higher-level class.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

- Assists the public and developers with planning, zoning, building and development questions including the entitlement process.
- Provides customer service at the public counter, by telephone, or by other means of communication regarding applicable ordinances, regulations, requirements, processes and procedures related to permitting, planning, land use/zoning, and City regulations and requirements.
- Assists staff and the public with the review of a variety of building and land development permit applications for accuracy and completeness to ensure conformance with legal standards, and compliance with City requirements; inputs information into the computer system; routes plans and information.
- Conducts building, land use, and engineering permit processing; reviews permit applications, plans, specifications, and supporting documents for completeness and compliance with legal standards and City requirements; verifies contractors' licenses, business licenses, and insurance coverages.
- Calculates permit fees; prepares bills, collects fees, and issues receipts; issues building, plumbing, mechanical, and electrical permits following established guidelines.
- Coordinates project approvals through City departments and outside agencies to assist applicants; arranges meetings with applicants and City staff to ensure timely processing of permits; monitors the progress of permit approvals.
- Approves various permits, including but not limited to sign permits, business licenses, special events, oak tree removal permits, home occupation permits, lot line adjustments, and portions of minor building permits.
- Assists with the review and processing of proposed subdivision and parcel maps for conformance to city standards.
- Performs plan checking for zoning code and Planning Commission and City Council conditions including plan checks for commercial and multi-family dwellings.
- Performs complex plan checking of residential swimming pools and plan checking of commercial wall signs to verify compliance with building code regulations.
- Assists with the review and processing of proposed development projects for conformance with adopted city plans, city design/architectural guidelines and standards, applicable codes and ordinances, and other guidelines.
- Calculates and reviews commercial, residential, and multi-family building square footages, inspection, plan check, mitigation, and penalty fees from plans; prepares fee credits, tracks developer fee agreements; provides fee estimates, prepares bills, collects fees, and issues receipts.
- Assists with investigating and responding to citizen complaints concerning potential violations of city codes and ordinances.

- Conducts posting activities for planning projects and assists with noticing; performs addressing functions and notification of new or modified addresses to appropriate parties.
- Surveys property information and conducts general research to assist staff in preparing reports, resolutions, exhibits and electronic presentation materials, and processing applications; conducts minor field inspections to determine project compliance with City Council and Planning Commission conditions.
- Compiles data and prepares reports and summaries related to assigned activities including those for Planning Commission, City Council, other City departments, and outside agencies as required.
- Performs a wide range of highly complex clerical and paraprofessional administrative and office support duties in support of the Department.
- Assists with the maintenance of department records, files, and other reference materials.
- Assists with the maintenance of the City's computerized land management and street address database and related permitting software.
- Establishes and maintains positive working relationships with representatives of community organizations, state/local agencies and associations, City management, co-workers, and the public.
- Performs related duties as assigned.

QUALIFICATIONS

Some knowledge and abilities may be gained by employees at the entry-level while in a learning capacity.

Knowledge of:

- Methods of gathering and compiling data.
- Basic principles of mathematics.
- Applicable local ordinances and state statutes relative to land use, land development, the permitting and building process, and engineering.
- Business letter writing and basic report preparation.
- Records management principles and practices.
- Planning approval and building and engineering permit processes and procedures, specification requirements, and construction practices.
- Plot plan reviews and approvals.
- Local zoning practices, codes and guidelines.
- Various construction types and basic building, encroachment, and grading and/ or land development procedures and requirements.
- Property descriptions and graphic displays.
- 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, engineering, and building including the Rocklin General Plan, the Rocklin Municipal Code, the

California Environmental Quality Act (CEQA) and other land use laws.

- Techniques for providing a high level of customer service to the public, vendors, contractors and City staff, in person, over the telephone, and other forms of communication.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Read, interpret, and record data accurately
- Analyze complex issues and develop and implement an appropriate response.
- Understand the organization and operation of the City and of outside agencies as necessary to assume the assigned responsibilities
- Analyze situations and identify pertinent problems/issues; collect relevant information evaluate realistic options; and recommend/implement the appropriate course of action
- Respond to a wide variety of requests and inquiries from the general public, developers, other City Departments, and outside agencies
- Make accurate arithmetic, financial and statistical computations; calculate square footage, fees and/or penalties from plans, and fees for zoning permit applications
- Establish, maintain and research a variety of files and records
- Perform the full range of office and clerical support duties and tasks
- Respond to and effectively prioritize multiple phone calls, emails, walk-up traffic, and other requests/interruptions
- Compose correspondence and reports independently or from brief instructions.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work
- Make sound decisions within established guidelines
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience

A combination of education and experience which would provide the required knowledge and abilities is qualifying. Note: education may not fully substitute for the required experience unless expressly stated herein.

Planning/Building Technician I:

Equivalent to graduation from high school;

AND

Two (2) years of full-time administrative or technical experience that involves extensive public contact preferably in the planning, building, or engineering field.

Planning/Building Technician II:

Equivalent to graduation from high school;

AND

Two (2) years of full-time increasingly responsible experience performing duties similar to that of a Planning/Building Technician I with the City of Rocklin.

Licenses and Certifications

- Possession of, or ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- A Permit Technician Certificate from the International Code Council (ICC) is required within twelve (12) months of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle to visit various City sites and attend off-site meetings; vision to read printed material and view a computer screen; hearing and speech to communicate in person, before groups, and over the telephone; finger dexterity to operate standard office equipment and access, enter, and retrieve data using a computer keyboard and calculator; the ability to bend, stoop, kneel, reach, and push and pull drawers open and closed to retrieve and file information; and occasionally lift, carry, push, and pull materials and objects up to 20 pounds to perform the required job functions. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Employees may be required to work evenings, weekends, and holidays, as well as participate in afterhours on-call assignments.

All City of Rocklin employees are designated as Emergency Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and/or City.

This class specification should not be construed to imply that these requirements are the exclusive standards of each position as not all duties are necessarily performed by each incumbent.

Adopted	May 2014
Revised	November 2019, March 2023
FLSA	Non-Exempt
Salary Schedule	I-level: Public Services Employees/Range 19 II-level: Public Services Employees/Range 23