

## LAND USE TECHNICIAN

**PURPOSE:** Perform paraprofessional and technical work to provide information to the public, outside agency representatives and City staff in regard to laws, codes, ordinances, and requirements that apply to the construction and use of structures and land use. Provide consultation related to zoning, building and engineering rules and procedures.

Employees in this class work independently with considerable latitude to make decisions when applying rules, regulations, policies and procedures.

**FUNCTIONAL AREAS:** Under supervision:

1. Serve as primary point of contact to provide information related to construction, development and use of land in the City, including building, zoning, and Uniform Development Code administration, planning division policies and procedures and engineering policies and procedures.
  - \* A. Provide courteous, high quality service to the public by personally responding to requests for service or making appropriate referrals.
  - \* B. Provide information and assistance relating to the processing of various building and land use permits to members of the public and City staff.
  - \* C. Provide explanation of code requirements, City policies and procedures that pertain to submitted plans and proposals.
  - \* D. Research and respond to inquiries and complaints using manual and electronic records.
  - E. Compile informational handouts answering commonly asked questions.
  - \* F. Communicate with applicants through permitting process orally and in writing.
2. Process permit and other applications.
  - \* A. Determine all necessary permits and applicable processes for proposed construction and land use.
  - \* B. Conduct preliminary reviews of plans for initial intake purposes and determine if plans comply with applicable codes, ordinances and regulations; and forward plans to other staff for detailed review.
  - \* C. Process and issue permits.
  - \* D. Approve plans complying with applicable state and city requirements.
  - \* E. Verify that applicants are licensed and bonded as required.
  - \* F. Notify and distribute plans and applications to appropriate City departments or outside agencies.
  - \* G. Calculate and collect fees.
3. Perform related duties.
  - \* A. Maintain, revise, and research paper and electronic records.
  - B. Perform related tasks as assigned.

## **JOB REQUIREMENTS**

### **Education & Experience Requirements**

- ◆ A. Three (3) years of experience or two (2) years of education plus one (1) year of experience which demonstrates a proficiency in the knowledge, skills and abilities listed below. Examples of acceptable education might include architectural drafting, building inspection technology, construction management, building trades or civil engineering technology. Acceptable experience might include administration of the building code as a field inspector, plans examiner or permit technician or work in the engineering field.

### **Certification Requirements**

- A. Ability to obtain within 18 months of hire and maintain certification as an International Code Council Certified Permit Technician.
- B. Ability to obtain within 18 months of hire and maintain certification through Minnesota Pollution Control Agency as an erosion and storm water control Construction Installer.

### **Knowledge Requirements**

- ◆ A. Extensive knowledge of applicable building codes, ordinances, statutes and City policies.
- ◆ B. Knowledge of architectural principles, zoning and building construction.
- ◆ C. Knowledge of basic principles, methods, equipment and materials used in construction of streets, sidewalks, water and gas mains, sanitary and storm sewers and various public works structures.
- ◆ D. Knowledge of basic technical engineering principles and practices.
- ◆ E. Knowledge of the principles of drafting.
- ◆ F. Knowledge of technology, office equipment and modern communication methods.
- ◆ G. Knowledge of the principles of technical writing.

### **Skill Requirements**

- ◆ A. Skill in researching and interpreting laws, rules and regulations, legal documents, legal descriptions, maps, architectural and civil drawings and building plans.
- ◆ B. Skill in converting observations into verbal and written statements that are concise, descriptive and understandable.
- ◆ C. Skill in organizing and prioritizing assignments in order to complete work in a timely and efficient manner, utilizing multi-tasking methods and techniques.
- ◆ D. Skill in assessing the customer's immediate needs and ensuring customer's receipt of needed services through personal service or making appropriate referral.
- ◆ E. Skill in providing effective consultation and advice to land or property owners, engineers, architects, builders and the general public on code and regulatory practices compliance.
- ◆ F. Skill in communicating effectively in writing when documenting actions and maintaining records.
- ◆ G. Skill in effective verbal communication with a variety of individuals representing diverse cultures and backgrounds, and in maintaining composure in situations requiring a high degree of sensitivity, tact and diplomacy.
- ◆ H. Skill in the operation of personal computers and applicable software applications, scanners, and other automated office equipment.

Ability Requirements

- ◆ A. Ability to pay close attention to detail when researching or collecting data and information, and when reviewing plans, maps, drawings, specifications and other related documents pertaining to land use, use of structures and construction.
- B. Ability to read, understand, interpret and apply zoning and land use regulations, planning concepts and instruction manuals.
- ◆ C. Ability to understand legal descriptions, building and civil plans, codes and ordinances.
- ◆ D. Ability to exercise independent judgment and to take responsibility for one's actions.
- ◆ E. Ability to understand and follow verbal and written instructions.
- ◆ F. Ability to provide prompt, efficient and responsive service.
- ◆ G. Ability to analyze and project consequences of decisions and/or recommendations.
- ◆ H. Ability to develop and maintain effective working relationships with city employees, outside agency representatives, and the public.
- ◆ I. Ability to operate architectural and engineering scales and to perform accurate mathematical calculations.

Physical Requirements

- ◆ A. Ability to attend work on a regular basis.
- ◆ B. Ability to occasionally lift and carry items such as plans, books and boxes weighing up to 40 pounds.
- ◆ C. Ability to use a ladder to retrieve stored records.
- ◆ D. Ability to stand at permit counter for extended periods of time.

\* Essential functions of the position

- ◆ Job requirements necessary the first day of employment

Anlst: JA	Class: 4420	Union: Basic	Pay: 28	CSB: 20100105
CC: 20100628	Res: 10-0334R	EEOC: Technician	EEOF: Housing	WC: 8810