

DEVELOPMENT REVIEW SPECIALIST

DEFINITION

Under general supervision, the Development Review Specialist performs a variety of technical duties related to the processing of private land development applications in accordance with related State laws, local ordinances and policies, engineering, and planning principles and practices.

DISTINGUISHING CHARACTERISTICS

This journey level class performs a variety of complex, technical functions in the processing of private land development applications. This position is distinguished from the Permit Technician by the specialized duties and knowledge of State and local laws and ordinances, and engineering and planning principles.

SUPERVISION RECEIVED

General supervision is provided by the Development Review Engineer.

SUPERVISION EXERCISED

May provide technical supervision over less experienced personnel.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Reviews and processes annexation applications and utility services agreements.

Provides information and recommendations to the general public, engineers, architects and City staff regarding design, processing and various conditions and requirements for applications for building permits, encroachment permits, minor planning approvals, tree removal requests, tract maps, lot line adjustments, and certificates of mergers, to ensure compliance with and State and local subdivision, engineering and planning requirements.

Reviews applications for building permits, encroachment permits and minor planning approvals for acceptability of grading and drainage systems, traffic circulation, driveway locations/designs, dedications of rights of way, and for conformity to previously approved permits and zoning requirements/approvals.

Contributes to preparation of Planning Division staff reports for the Planning Commission, and City Council regarding grading and drainage systems, traffic circulation, driveway locations and design, and dedications of rights of way; prepares conditions of approval and suggests design alternatives relative to streets, driveways, circulation, lot layout and public facility and utility improvements; and conducts related environmental impact assessments as assigned.

ESSENTIAL DUTIES (continued):

Reviews tentative tract and parcel maps for compliance with the City's Subdivision Ordinance, State Map Act, and common engineering, planning and construction practices.

Processes applications involving waivers of tentative parcel maps.

Processes lot line adjustment and certificate of merger applications for compliance with State and local subdivision regulations and evaluates the adequacy of engineering information and property descriptions.

Attends public meetings and other meetings as assigned.

Distributes referrals regarding tract acceptances to City departments and outside agencies for comments regarding acceptability of improvements within public rights-of-way; coordinates the completion of the review process up to the point of acceptance by the Director of Public Works or the City Council.

Reviews computer accounting printouts and answers questions regarding charges incurred in the processing of various projects as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

The principles and practices of civil engineering and surveying.

Local subdivision and zoning ordinances and the State Map Act.

Ability to:

Understand and use math including algebra, geometry and trigonometry.

Perform engineering drafting.

Disseminate and closely coordinate information involving employees in the Planning Division and Public Works Department.

Interact effectively with public, co-workers and supervisor.

Communicate effectively orally and in writing.

Handle work load in a timely manner with a minimum of supervision.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two (2) years performing technical or professional field and/or office engineering work. Prior involvement in private land development processing activities is desirable.

Education: Equivalent to an Associate of Arts degree in Civil Engineering or a related field.

Licenses and Certifications: Possession and maintenance of a valid Class C California Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment; use standard office equipment and current software; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

604CS88

August 1988

Revised May 2014

AAP GROUP:5

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt