



CLASSIFICATION DESCRIPTION

TITLE: PLANNING TECHNICIAN

JOB CODE: 11 (Non-Exempt)

GENERAL DESCRIPTION OF DUTIES

Under general supervision, professional work involving land development code compliance review for permit applications including, but not limited to: single family residential, additions, accessory structures, driveways, patios, docks, seawalls and architectural review. Position performs a variety of Technical/ administrative support duties as dictated by the nature of the work area. Performs related work as directed.

SPECIFIC DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Review of new construction and additions to single family residential units for compliance with the Land Development Code, master plan development agreements, and DRI development orders, including review of zoning districts, dimensional standards, landscaping, parking, grading, floodplain, architectural standards and other applicable code requirements.
- Review of residential accessory structures including pools, gazebos, garages, game rooms, screen rooms, pools and screen enclosures, docks/seawalls, driveways and patios.
- Complete address status codes and coordinate with County E911 to establish new addresses as applicable.
- Process and review state licenses including alcohol licenses, home child care, home care adult living facility, and independent living for compliance with Land Development Code.
- Respond to inquiries and requests from the general public and business community with friendly, professional customer service skills, ascertaining the needs of the customer and providing appropriate assistance and information, e.g., permitting, zoning, land development code, and architectural review.
- Review and process sign and commercial occupational use permits for compliance with the Land Development Code, including zoning & landscaping requirements, architectural regulations and applicable City, State and Federal codes and regulatory requirements.

- Review, process, and prepare right-of-way utilization agreements, vacation of easement, Binding Lot Agreements and Binding Lot Rescissions.
- Generate and mail various memos, notices, and other relevant materials to customers; prepare and mail letters in accordance with departmental policies and procedures.
- Input, maintain and verify accuracy of various departmental databases and maintain various documents and records as instructed by departmental guidelines; retrieve and scan files on request.
- Establish, collect, organize and maintain data on permit information and status; generate various daily, weekly and monthly reports.
- Assist with the research and resolution of minor routine administrative and operational problems; assist departmental personnel with a wide variety of administrative support and customer service tasks.
- Communicate with other departments and the general public for the dissemination of information.
- Perform related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

High School Diploma or GED; supplemented by two (2) years land development and zoning experience; or an equivalent combination of education, training, and experience.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Must possess and maintain a valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret City regulations, legal documents and technical manuals and procedures.
- Ability to read and interpret development related technical and construction plans.
- Ability to interpret plats, plat agreements and subdivisions, site plans, Master Planned Developments, legalities of easements.
- Knowledge of business English and spelling.
- Ability to clearly communicate information both verbally and in writing.
- Considerable knowledge of zoning, land development code, architectural review, and City, State and Federal codes.
- Considerable knowledge of the principles and techniques of customer service skills; ability to

communicate tactfully and courteously with customers.

- Ability to operate office equipment, e.g., computer terminals, printers, copy machines, telephone systems, calculator, rulers and scales.
- Ability to access, operate and maintain various software applications.
- Ability to apply routine mathematical computations and tabulations accurately and efficiently, e.g., fractions, percentages, geometry
- Ability to read, update and maintain various records and files.
- Ability to understand and follow pre-established departmental and City policies and procedures.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 10 pounds. Tasks require visual and oral communications ability.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.