CLASS SPECIFICATION
Development Services Technician III

FLSA Status: Covered
Union Representation: City of Portland Professional Employees Association (COPPEA)

GENERAL PURPOSE

Under direction, performs advanced technical permit processing and code compliance work, applying technical knowledge across a spectrum of development review, permit processing and code compliance functions; performs advanced technical writing, research, map reading, plan review and field inspections; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Development Services Technician III is the advanced journey-level class in the Development Services Technician series. Incumbents lead and participate in the work of lower-level technical and administrative personnel and perform the more difficult analysis, permit processing, code compliance and related technical duties in the assigned unit. Completed work is reviewed in terms of compatibility with requirements, effectiveness and expected results.

Development Services Technician III is distinguished from Development Services Technician II in that incumbents in the former class provide lead direction to other technical support staff, fulfill more complete project management assignments, and perform the most difficult and responsible technician-level work.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment that supports achieving the bureau's and the City's mission, objectives and values; applies process improvement principles to assigned areas of responsibility.

2. Leads and participates in the work of technical and administrative personnel in the performance of technical, paraprofessional development review and permit processing functions, and administrative work.

3. Confers with representatives from developers, architects, engineers, property owners, utilities, other governmental agencies and contractors on technical matters to verify data, coordinate various stages of work, and explain the City's processes, codes and procedures.

4. Responds to customer and public inquiries and complaints; explains and interprets codes, policies, standards, fees and procedures to the public.

5. Oversees the processing of applications for permits, inspections or services; oversees permit issuance.

6. Through independent, onsite visits, collects field data, verifies conditions, takes measurements, notes potential or developing problems, makes recommendations and carries out other duties related to the field visit.

7. Provides administrative, logistical and technical project oversight by tracking permit requests, managing records, files and databases, reviewing and preparing project documentation, gathering, recording and evaluating data, preparing reports and work orders, enforcing standards and specifications, and preparing for and conducting meetings.

8. Reviews a variety of plans and applications, e.g., building, traffic and parking control, street closures and use, water service, street improvement plans, land use and division for conformance to regulations and standards to ensure public safety using knowledge of codes, master plans, and accepted practices; coordinates plan review process with other bureaus; prepares comments and conditions of approval.

9. Represents the City at both public and private meetings with development professionals; plans and makes presentations to architectural and engineering firms explaining the City's development process and regulations.

OTHER DUTIES

1. Facilitates staff meetings.

2. Schedules and facilitates meetings with developers, stakeholders, and related work groups; provides documentation of meeting decisions.

3. Participates in hiring processes for section technical staff.

4. Prepares, schedules and presents training of support or other technical staff.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Engineering architectural, construction, and development terminology, practices, procedures and basic principles.

2. City policies, processes, procedures, and standards as they apply to the permitting process.

3. Land use development and capital improvement processes.

4. City development and land-use permitting processes.

5. Mathematics, algebra, geometry, trigonometry, and statistics related to permit processing work.

6. Federal and state laws and regulations relating to program area; working knowledge of municipal regulating codes pertaining to assigned projects or programs.

7. Standard office practices and procedures including manual and electronic file development and maintenance; specialized data gathering and research techniques; methods and procedures for archiving and retrieving technical documents, maps and drawings.

8. City operating policies and departmental work procedures and quality standards.

9. Computer use, applications, languages and programming techniques pertaining to the work.

Ability to:

1. Serve as project leader on various advanced development review and permit projects.

2. Lead the activities of staff and contract personnel involved in assigned projects; coordinate projects with other City units and outside agencies.

3. Work independently and use good judgment.

4. Conduct field investigations and inspections.

5. Provide knowledgeable, technical guidance and advice to City staff, other government agencies, private businesses and citizens.

6. Operate a computer and use a variety of programs; maintain technical files both electronic and manual; utilize specialized electronic tools, materials and equipment.

7. Use safety precautions when working at field sites.

8. Read and interpret various kinds of maps, architectural and engineering drawings, construction plans, blueprints and other technical materials and documents, such as state and federal guidelines; learn and apply local, state or federal codes and regulations.

9. Clearly present technical information in oral, written, graphic or other forms.

10. Make oral presentations to groups, responding effectively to audiences; cope with dissent and conflict.

11. Perform complex work thoroughly, accurately and efficiently.

12. Interact effectively to problem solve and partner with citizens, community groups and contractors and to negotiate agreements with contractors and the public.

13. Establish and maintain effective working relationships with bureau management and staff, contractors and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school, trade school or vocational school, or G.E.D. equivalent; and five years of progressively responsible development services technician experience; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license may be required for certain assignments.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted:	07-01-01	New class Development Services Technician III (6043) created as part of the COPPEA Classification and Compensation study.
Revised:	08-01-06	Spec history revised to reflect pre-2001 COPPEA Study history. Spec formatting modified.
Revised:	08-07-06	Revised FLSA status from "Non-exempt" to "Covered."

June 2009 - Change Job Class number from 6043 to 30000334, due to system change.