

**CLASS SPECIFICATION**  
**Fire Land Use Review Technician**

FLSA Status: Covered  
Union Representation: Professional and Technical Employees (PTE)

**GENERAL PURPOSE**

Under direction, assumes primary responsibility for providing comments and applies conditions on behalf of the Fire Bureau on land use applications and proposals; works with applicants and other bureaus to apply fire code requirements, and ensures that they are met; reviews and signs off approval on final plats; performs technical writing, research, map reading, plan review and field inspections; reviews, comments and approves certain residential building permits for compliance with fire regulations; may lead and participate in the processing of other fire building and development permits; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Fire Land Use Review Technician is a single incumbent classification, which assumes primary responsibility for providing comments and applies conditions on behalf of the Fire Bureau on land use applications and provides other permitting and review services. The incumbent reviews development proposals for compliance with fire codes relating primarily to water supply and access routes; makes on-site assessments and reviews maps, plans, and other documents; works with applicants and other bureaus to resolve the more difficult procedural and compliance issues; represents the Fire Bureau at pre-application conferences; performs on-site inspections to ensure compliance; signs off approval on final plats on behalf of the Bureau; maintains correspondence files, and databases, and prepares reports on land use review activities. The incumbent also reviews, comments on, and approves residential building permits for compliance with fire regulations for construction in wildfire hazard zones and areas with known water supply deficiencies. In addition, the incumbent may lead and participate in the processing of other fire building and development permits. Completed work is reviewed in terms of compatibility with requirements, effectiveness, and expected results.

Fire Land Use Review Technician is distinguished from classifications in the Development Services Technician series in that the incumbent is responsible primarily for land use review and residential building permits with respect to compliance with fire code.

**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. Works independently to ensure that City and Fire Bureau mission, objectives, and values with respect to both customer service and public safety are met by timely processing of fire land use review applications on the basis of complete and accurate information and a thorough knowledge of requirements.

2. Reviews a variety of plans and applications for land use and division, to ensure conformance to bureau regulations and standards on water supply and access routes to ensure public safety using knowledge of the fire code; coordinates plan review process with other bureaus; prepares comments and conditions of approval.
3. Confers with applicants and their representatives and other public agencies on technical matters to verify information, and explain the City's processes, codes and procedures; represent the Fire Bureau by attending pre-application conferences and works with other City bureaus to resolve incompatible requirements; assists applicants with identifying alternate solutions to compliance issues and assists applicants in the preparation of appeals to the Bureau administrative board.
4. Provides administrative, logistical and technical project oversight by tracking proposals and applications; manages records, files and databases; reviews and prepares project documentation; gathers, records and evaluates data; prepares reports; enforces standards and specifications; and prepares for meetings with applicants and other public agencies.
5. Through independent onsite visits, collects field data, verifies conditions, takes measurements, notes potential or developing problems, and makes recommendations and applies conditions; at the end of the application process, verifies conditions to ensure that requirements have been met. Makes judgments of existing conditions and their compliance with the intent of fire regulations.
6. Applies process improvement principles to assigned areas of responsibility and collects, analyzes, summarizes and maintains integrity of programmatic data using computers, source documents, and other records to enhance efficiency and effectiveness.
7. Responds to customer and public inquiries and complaints; explains and interprets codes, policies, standards, fees and procedures to the public.
8. Tracks new residential permits for construction of one and two family dwellings in wildfire hazard zones or in an areas with known water supply deficiencies; confirms adequacy of water supply, hydrant location and accessibility to emergency vehicles; works with customers to correct deficiencies in design; approves projects on behalf of the bureau.

#### **OTHER DUTIES**

1. Oversees the processing of applications for permits, inspections or other development services; may oversee permit issuance.
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. Represents the City at both public and private meetings with development professionals.
4. Trains support or other technical staff.

## MINIMUM QUALIFICATIONS

### **Knowledge of:**

1. Development terminology, practices, procedures and basic principles as they pertain to land use development and capital improvement processes.
2. City policies, processes, procedures, and standards as they apply to permitting and land use development and capital improvement processes.
3. Specialized data gathering and research techniques; methods and procedures for archiving and retrieving technical documents, maps and drawings.
4. Standard office practices and procedures including manual and electronic file development and maintenance.
5. City operating policies and departmental work procedures and quality standards.
6. Computer use, applications, languages and programming techniques pertaining to the work.
7. Engineering, architectural, construction, and development principles, practices, procedures, terminology and symbols applicable to assigned program areas.
8. State laws and regulations relating to program area; working knowledge of municipal regulating codes pertaining to assigned projects or programs.

### **Ability to:**

1. Learn and apply Fire Bureau codes and regulations in order to provide knowledgeable, technical guidance and advice to City staff, other government agencies, private businesses and citizens.
2. Interact effectively to problem solve and partner with applicants and other public agencies; manage and cope with dissent and conflict.
3. Work independently and use good judgment.
4. Clearly communicate technical information both orally and in writing.
5. Coordinate projects with other agencies.
6. Conduct field investigations and inspections.
7. Read and interpret maps, construction plans, blueprints and other technical materials and documents.
8. Organize and track work activities to produce quality work products while meeting strict deadlines.

9. Operate a computer and use a variety of programs; maintain technical files both electronic and manual; utilize specialized electronic tools, materials and equipment.
10. Use safety precautions when working at field sites.
11. Lead the work of other technical or clerical staff.
12. Establish and maintain effective working relationships with Bureau management and staff.

**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 four 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.

Ability to traverse rough terrain at undeveloped properties.

**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.

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**Class History:**

Adopted: 10-05-05 New class Fire Land Use Review Technician (6046) created.  
Revised: 08-01-06 Spec formatting modified.  
Revised: 08-07-06 Revised FLSA status from "Non-exempt" to "Covered."  
June 2009 - Change Job Class number from 6046 to 30000336, due to system change.  
July 2017 – Updated union name from COPPEA to PTE