

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Planning Technician
DEPARTMENT: Sustainable Development
FLSA STATUS: Non-exempt

GENERAL PURPOSE:

Performs technical or specialized work in the planning division of the Sustainable Development department. Interprets and reviews building and engineering permits and applications. Reviews DRC applications and prepares zoning verification letters. Provides information to general public in written and/or oral form.

Work is performed under limited supervision, relies on experience and exercises independent judgement to determine best approach to achieve desired outcomes.

EXAMPLES OF ESSENTIAL FUNCTIONS:

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 classification. 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.

- Meets with potential applicants, receives and routes new development applications (such as rezoning, site plans, etc.) for multi-departmental review, and performs zoning review on pending applications
- Reviews and approves building and engineering permits based on consistency with previously approved site plans
- Prepares zoning verifications letters consistent with land use site specific information
- Responsible for ensuring conformity with the City's Land Development Code when performing field inspections
- Interprets zoning codes, sign codes, and land use site specific information relating to parcels of land
- Reviews surveys for accuracy and prepares zoning verification letters
- Conducts research and follow-up on inquiries
- Meets with general public, residents, and contractors to discuss zoning code issues
- Performs related work as assigned and/or required

MINIMUM QUALIFICATIONS:

Associates degree in Construction Management or related discipline; supplemented by a minimum of three (3) years of planning/zoning experience; an equivalent combination of education, certification, training, and/or experience may be considered.

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Must have a state of Florida Class E driver license and a good driving record.

Bachelor's degree in Urban Regional Planning, Public Administration or related discipline is preferred.

Bilingual in Spanish or French/Haitian Creole is preferred.

Experience using Pictometry and/or Pentamation Community Plus software is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of zoning codes, sign codes and land use information
- Knowledge of building and engineering permits
- Skill in Microsoft Office products (Word, Outlook, Excel and PowerPoint)
- Skill in providing good customer service
- Skill in attention to detail and accuracy
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to quickly and independently learn new software
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
- Ability to organize and prioritize work for timely completion, as well as to balance business needs, customer needs, and business risk
- Ability to work with minimal supervision
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the periodic performance of light physically demanding work, usually involving lifting, carrying, pushing and/or pulling of light objects and materials (up to 20 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve some climbing, balancing, stooping, kneeling, crouching, or crawling. Tasks may involve extended periods of time at a keyboard or work station.

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ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, fumes, and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require visual acuity. Some tasks may involve identifying and distinguishing colors.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date