

## Overview

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Inactive: No  
Effective Date: 09/13/2016  
Date of Last Change: 07/29/2016 05:57:59.352 PM  
Job Profile Name: Development Review Technician I - Contract  
Job Code: XCG13  
Include Job Code in Name: No  
Job Profile Summary: NATURE OF WORK:

Reviews preliminary building construction plans to ensure compliance with the City's Land Development Codes and other applicable codes, ordinances, or standards in assigned areas of responsibilities such as new and existing residential or commercial buildings, signage, driveways, parking areas, and landscapes; explains reasons for approval/disapproval; performs other related duties as assigned. Work is performed under close supervision until sufficient experience and knowledge is gained to work under general supervision. Promotion to next higher level is available upon demonstrating proficiency in two areas and supervisory approval.

#### MINIMUM QUALIFICATIONS:

Associate's degree in engineering technology, business, or related field plus two (2) years related experience such as construction, permitting, planning, drafting, or related field, or other related combination of training and experience.

Promotion to Development Review Technician II requires knowledge and proficiency in two areas such as residential and commercial buildings. Proficiency levels set by the respective supervisors and approved by Human Resources; last performance evaluation must have resulted in an overall Meets Standards, with no factor rating less than Meets Standards.

Revised: 8/10/00 - LOP  
6/24/02 - VCJ - ch education from HS to Assoc and exp from 4 to 2-3 yrs.  
3/1/2007 Per AP - Experience changed from 2 to 3 to or more years to 2 years of experience MGR;  
10/13/08 job description updated to include development review and not plan review requiring a license-STM

Job Description:  
Job Title Default: Development Review Technician I - Contract  
Restrict to Country: United States of America  
Management Level: 8 Individual Contributor  
Job Family: SEIU\_White\_Collar  
Job Category:  
Job Classification: 3JX - Technicians: Contracted (EEO-4Job Categories-United States of America)  
Work Shift Required: No  
Public Job: Yes

### Characteristics

Difficulty to Fill:  
Critical Job: No

### Compensation

Compensation Grade: S14  
Compensation Grade Profile:  
Impacted Eligibility Rules:

### Qualifications

#### Certifications

Certification	Required	Country	Certification (Predefined)	Certification (Not Predefined)	Issuer (Not Predefined)
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#### Competencies

Competencies	Required	Competency	Rating
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Competencies from Other Sources				
Required	Competency	Rating	Source	Source Type

#### Education

Education	Required	Degree	Field of Study
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#### Languages

Languages	Required	Language	Ability	Proficiency
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#### Responsibilities

Responsibilities	Required	Responsibility
		<p>EXAMPLES OF WORK PERFORMED:</p> <p><b>Note: The listed duties are only illustrative and are not intended to describe every function that may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical</b></p>

Required	Responsibility
	<p><b>assignment to the position.</b></p> <p>Reviews preliminary plans and other documents relating to land usage and development to determine compliance with applicable ordinances, rules and regulations in assigned area which could include streets, storm drainage systems, and sanitary sewer systems; enters information in systems and prepares reports outlining conditions for plan approval for supervisors' review.</p> <p>Processes applications for allocation of sewer capacity; evaluates sewer capacity need and calculates sewer benefit fee based on data from sewer service application and construction plans utilizing standard formulas; may calculate fees and ensures fees paid in accordance with established policies.</p> <p>May assist property owners, architects, engineers, and developers with questions on plans review; explains plan review process and permitting requirements as related to assigned area; and makes recommends ways to ensure compliance with ordinance, standards, or regulations.</p> <p>Reviews and interprets field survey notes, asbuilt drawings to determine existing characteristics of proposed construction projects.</p>
	<p><b>KNOWLEDGE, SKILLS AND ABILITIES:</b></p> <p>Knowledge of building construction, materials, and methods.</p> <p>Knowledge of basic math as used in construction for measuring areas and to compute fees.</p> <p>Skill in reading and interpreting technical drawings and blueprints.</p> <p>Effective oral and written communication skills.</p> <p>Ability to learn and interpret the City of Orlando Land Development Code including Urban Storm Water Management Manual, Sewer Service Policy, Engineering Standards and Concurrency Management (Chapter 58-66).</p> <p>Ability to read and interpret a variety of construction documents including plans, specifications, and blueprints to determine compliance with codes and standards.</p> <p>Ability to provide good customer service.</p> <p>Ability to use personal computer and enter or record data accurately.</p> <p>Ability to establish and maintain effective working relationships with others including staff, contractors, developers, property owners, and the public.</p> <p>Ability to interpret and enforce regulations with honesty, impartiality, and tact.</p> <p>Ability to maneuver heavy plan documents and plat books.</p>

**Training**

Training

Required	Training	Training Type	Description
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**Work Experience**

Work Experience

Required	Work Experience	Experience Level
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**Pay****Pay Rate Type**

Pay Rate Types

Country	Pay Rate Type
United States of America	Hourly

**Job Exempt**

Job Exempt

Country / Country Region	Job Exempt
United States of America	No

**Workers' Compensation Code**

Worker's Compensation Codes

Workers' Compensation Code	Country	Country Region	Location
8810 - Clerical Office Employees Noc (United States of America)	United States of America		