

CITY OF OVIEDO
invites applications for the position of:



Planning Technician - Development Svcs. Department [FLSA: Non-exempt; SHIFT: 10 hrs/day, 4 days/wk]

SALARY:	\$14.84 Hourly
OPENING DATE:	01/10/22
CLOSING DATE:	02/01/22 11:59 PM
WORK OBJECTIVE:	

[CLICK ON OUR BENEFITS TAB - NEARLY \\$15,000 IN BENEFITS!!!!!!!!!!](#)

*On-site Health & Wellness Center offers **FREE** primary care services for employees and their dependents (age 10 and older) covered on the group health plan. Services include annual physicals and health screenings, generic pharmaceuticals, lab work, and diagnostic imaging.*

Robust Wellness Program with City-sponsored wellness initiatives.

Performs intermediate paraprofessional work involving a variety of technical planning/development-related functions in the Development Services Department, and performs related work as required. Work is performed under regular supervision of the Planning Manager. Considerable tact, professionalism, and courtesy are required as this position has frequent contact with applicants, developers, contractors, consultants, division managers, the department director, division staff, other City staff, City officials, other governmental agencies, and the general public. Reports to the Planning Manager.

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 class. The omission of an essential function does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the position.

Receives, reviews, and processes applications for building permits, foundation surveys, final surveys, sign permits, special event permits, outdoor sales event permits, and business tax receipts for compliance with Land Development Code and Comprehensive Plan.

Interacts with applicants and property owners to ensure permit clarification and compliance.

Verifies existing addresses for residences, non-residential buildings, and/or new subdivisions.

Receives, reviews, and processes pool, fence, screen enclosure, and other accessory structure permit applications for compliance with Land Development Code;

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofoviedo.net>

400 Alexandria Blvd
Oviedo, FL 32765
407-971-5520
407-971-5529

Position #22-001
PLANNING TECHNICIAN - DEVELOPMENT SVCS.
DEPARTMENT [FLSA: NON-EXEMPT; SHIFT: 10 HRS/DAY, 4
DAYS/WK]
SM

careers@cityofoviedo.net

Planning Technician - Development Svcs. Department [FLSA: Non-exempt; SHIFT: 10 hrs/day, 4 days/wk] Supplemental Questionnaire

- * 1. Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses (including 'see resume' or 'see application'), false statements, omissions, or partial information may result in disqualification from the process. Do you agree to answer each supplemental question truthfully and that your responses can be verified from information included within the application?
- Yes No
- * 2. The City of Oviedo is a drug-free workplace. Do you currently use any illegal drugs?
- Yes
 No
- * 3. The City of Oviedo is a tobacco/nicotine-free workplace. Do you currently use tobacco/nicotine products?
- Yes
 No
- * 4. Do you have a high school diploma or G.E.D.? NOTE: If completed education is indicated by the answer below, corresponding information must appear in the 'Education' portion of the application; otherwise, credit may not be given.
- Yes
 No
- * 5. Do you have one year of urban development planning work experience? NOTE: If any work experience is indicated by the answer given below, detailed information regarding the work experience must appear in the 'Work Experience' portion of the application; otherwise, credit may not be given.
- Yes
 No
- * 6. If you answered 'Yes' to the question above, give details about work experience you have (how much experience, type of work, etc.) and refer to the corresponding job listed in the "Work Experience" portion of the application. (Example: "As listed in the 'Work Experience' portion of my application, I worked two years for ACME Planning & Development. It was my job to" If you answered 'No' to the question above, enter 'N/A' in the space below.

* Required Question