

**CITY OF OVIEDO**  
**Classification Description**



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<b>CLASSIFICATION TITLE:</b>	<b>Planning Technician</b>	<b>FLSA STATUS:</b>	<b>Non-Exempt</b>
<b>DEPARTMENT:</b>	<b>Development Services</b>	<b>PAY GRADE:</b>	<b>105</b>
<b>EMERGENCY STATUS:</b>	<b>Non-Essential</b>		

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**WORK OBJECTIVE**

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 permit, foundation survey, final survey, sign permit, special event permit, outdoor sales event permit, 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;

Assists customers at the counter, via email, and over the telephone.

Assists in various administrative duties including, but not limited to, preparing maps, graphic materials, reports and files; researching and analyzing data, plans, documents, statutes, regulations, codes, etc.; and preparing division project status updates

Assists in public records requests, as needed

Conducts field inspections, as needed.

Attends and participates in Pre-application, Land Planning Agency, and City Council meetings and public hearings, as needed by the Planning Manager.

Gathers, selects, compiles, enters, and analyzes data and researches documents, codes, ordinances, plans, etc.

Provides public information regarding division projects, policies, regulations, and needs.

Provides information on status of division projects.

May be assigned specific program duties to support zoning, comprehensive planning, development review, GIS, or programs with related specific duties and responsibilities.

Performs related tasks as required.

**MINIMUM QUALIFICATIONS**

High school diploma or G.E.D. and one year planning experience. An equivalent combination of education, training, and experience may be considered.

**KNOWLEDGE, SKILLS, AND ABILITIES**

General knowledge of the basic principles and practices of community planning;

General knowledge of various permit requirements;

General knowledge of site development plan review requirements;

General knowledge of data collection methods and techniques as related to social, economic, manpower and physical planning;

General knowledge of mapping and graphic presentation;

General knowledge of equipment used in drafting and illustration work; ability to organize facts and present them in a simple and clearly written or graphic form;

Ability to verify mathematical calculations as they relate to examination and review of building/accessory structures, construction plans and site surveys;

Ability to communicate effectively both orally and in writing;

Ability to maintain clear and concise reports and records;

Ability to operate modern office equipment such as a personal computer (including use of Microsoft Office Suites), calculator, fax machine, copy machine and telephone;

Ability to establish and maintain effective working relationships with associates and the general public.

The City of Oviedo is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Oviedo will provide reasonable accommodations 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.**

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature  
Revision Date: 12/01/2017

\_\_\_\_\_  
Date

Department/Division: Development Svcs/Planning Position Title: Planning Technician

Effective Date: 12/1/17 Rev #: \_\_\_\_\_ Supersedes: \_\_\_\_\_

Activity	Never	1-3 Hrs	3-5 Hrs	5-8 Hrs	Frequency: Daily, Wkly Mo/Qrtly/Yrly
In a typical workday, position requires: (check appropriate box)					
Standing		X			Daily
Walking		X			Daily
Sitting			X		Daily
Climbing		X			Quarterly
Balancing		X			Monthly
Stooping & Bending		X			Daily
Kneeling	X				
Crawling	X				
Reaching (i.e. overhead)		X			Monthly
Grasping		X			Monthly
Speaking				X	Daily
Hearing				X	Daily
Smelling	X				
Vision/Color				X	Daily
Force: Pushing/Pulling					
Up to 20 pounds		X			Daily
Up to 50 pounds	X				
Up to 100 pounds	X				
Digging	X				
Lifting: Up to 10 pounds		X			Daily
10-25 pounds		X			Monthly
25-50 pounds	X				
50-100 pounds	X				
100 + pounds	X				
Carrying: Up to 10 pounds		X			Daily
10-25 pounds	X				
25-50 pounds	X				
50-100 pounds	X				
100 + pounds	X				
<b>Workday Conditions</b>					
Extreme weather (hot/cold/inclement)	X				
Noxious Fumes/Dust	X				
Chemicals, animal or human waste	X				
Confined Areas/Heights	X				
Excessive noise (requiring ear protection)	X				
High voltage electricity	X				
Moving Traffic/Machinery	X				
Violence, Explosives, Etc.	X				
Disease or pathogens	X				
<b>Equipment:</b>					
Operate vehicle		X			Monthly
Utilize hand tools and power equipment	X				
Wear respirator	X				
Operate heavy equipment	X				
Operate light construction equipment	X				
Operate computers, office machines				X	Daily
Emergency vehicles and/or firearms	X				