

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **TECHNICIAN I**

BASIC FUNCTION:

Under general supervision, to perform a variety of office and field work, to gather and record data and prepare reports, and to perform other related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This is the entry-level class in the Building, Planning and Engineering series. Positions in this class are normally considered to be in a training status and perform a variety of Building, Planning and Engineering related duties requiring technical training and education, but little practical experience. Under the training concept, positions assigned to the class of Building, Planning and Engineering Technician II, which become vacant, may be filled from the Technician I level. Following successful job performance and personal development and meeting qualifications, reassignment to the Building, Planning or Engineering Technician II level may be expected.

KEY RESPONSIBILITIES:

Participate in the processing of Use Permits, Variances and Zoning applicants, and assist public in completing applications.

Check Building plans, section maps, and regulations for appropriateness of site, lot size and setbacks.

Handle Building requests for inspections.

Answer questions from the public, and meet and correspond with property owners and applicants to ensure compliance with various City ordinances.

Apply procedures and assist in processing various applications, including Building permits, street name and address assignments, and tentative tract and parcel maps; assist in providing public information over the counter or by telephone concerning general Building, Planning and Engineering matters; maintain files using data from applications, Building permits and other documents; may issue minor Building Permits over the counter, and perform other related duties.

QUALIFICATIONS:

Knowledge of:

Arithmetic: algebra, geometry, trigonometry for purposes of reading Building plans and other related tasks.

State law, municipal and county codes governing construction, zoning and subdivisions.

Drafting principles.

Ability to:

Understand and carry out oral and written instructions.

Gather data and make accurate computations.

Meet and work with the public in a tactful and effective manner.

Draft, interpret working drawings, graphs, maps and charts.

Communicate clearly and concisely, orally and in writing.

Review plans and documents for conformance to codes.

EXPERIENCE AND EDUCATION:

Any combination of education, training and/or experience which clearly demonstrates possession of the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge and abilities would include educational training equivalent to completion of the twelfth grade, including or supplemented by courses in drafting, algebra, geometry and trigonometry, and/or some practical experience.