Permit & Land Technician

Department: Engineering
Classification: Full-Time Non-Exempt
Starting Pay: $13.00
Established Date: 06/21/2000
Revision Date: 02/16/2018

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JOB SUMMARY:
Performs a variety of specialized functions relating to land issues and land use permits; provides assistance to the general public, District Members and other departments; creates maps for dissemination of information; reviews construction plans related to land use permitting; assists with data collection; provides various administrative support functions; writes and prepares correspondence; and prepares land use permits.

ESSENTIAL DUTIES:
1. Answer questions and/or provide information regarding Engineering issues via telephone calls, correspondence and visitors to the department.
2. Accept applications for Special Use Permits, assist applicants with required information and provide information about permitting process.
3. Assists District Engineer in preparing, reviewing and presenting Special Use Permit applications and submitted project plan sets for review and presentation at Board of Directors meetings.
4. Research, write, prepare and file correspondence and forms relating to permit, land records, and other tasks.
5. Attend public hearings and meetings and report to District Engineer and District Manager.
6. Disseminate information pertaining to land and permit processes to constituents and other agencies as required.
7. Prepare maps for permits, District engineers, colleagues, and the public using the District’s Geographic Information System (GIS) and other applicable software.
8. Utilize internal software program to maintain and update the engineering structures and licenses databases and geodatabases.
9. Utilize Global Positioning System (GPS) equipment to obtain data needed for maintaining District databases.
10. Assist in gathering and data input of information pertaining to the District’s rights-of-ways and GIS.
11. Read, research and interpret legal property descriptions, right-of-way deeds, and other documents associated with the ownership and/or transfer of land.
12. Assist constituents and other requestors with right of way information, other historic documents and information, and District Board Policies.
13. Perform site inspection associated with land use permits, utility construction, and other District land issues.
14. Assists field crews with information gathering as needed.
15. Responsible for knowing and abiding by all department and District policies and procedures.
16. Attendance during scheduled shift.
17. Contributes to team effort by accomplishing related tasks as assigned.
18. Performs other duties as assigned.

QUALIFICATIONS:
Successful completion of two years of college level related courses in Engineering, Geography, Planning, or Business. At least one (1) year of experience using GIS and manipulation of spatial data. One (1) year of experience with planning, permitting, land development and/or land ownership documents desired. Experience with engineering, surveying, construction oversight, drafting, or land issues highly desirable. Bilingual (English/Spanish) is preferred to assist members of the public.

Education/Experience substitution: A combination of education, training and experience may be applied.

Licenses/Certifications: Must have a valid driver’s license.
QUALIFICATIONS (cont.):
Other: Must pass post-offer, pre-employment drug screen, medical exam and motor vehicle report in compliance with District insurance guidelines.

KNOWLEDGE/SKILLS/ABILITIES:
Must have knowledge of general office practices and procedures; Geographic Information Systems and map making; create professional maps to be used by engineers and the public; analyzing and processing various types of recorded documents; knowledge of properly examining titles, permits, construction documents and other land documents; ability to acquire knowledge of engineering, surveying, and land issues as well as read and interpret related documents and maps; Present the District in a professional manner at public meetings; business English: spelling, grammar, punctuation, basic arithmetic; general office equipment and computer literacy with applicable software; proficient skills in Microsoft Office, ESRI ArcMap required.

Must have the ability to communicate orally and written effectively, exercise independent judgment, understand and respond to land use permitting and land ownership questions from the public relating to District records; utilize GIS and other pertinent computer applications; keep constant work flow organized while maintaining monthly tasks; respond to inquiries and maintain accurate records; demonstrate attention to detail; understand and follow broad or complex instructions; ability to work with contractors and licensees to ensure compliance with District policies; use initiative and independent judgment while recognizing when to refer matters to the attention of Management; maintain effective and cooperative working relationships with others; understand and analyze various types of documents, legal descriptions, title chains and maps.

PHYSICAL DEMANDS:
While performing the duties of this job, the employee must be able to move about the work environment; will be required to drive and inspect permit requests throughout the District; must have the ability to frequently move or re-position up to 50 pounds of materials or objects; occasionally is required to climb ladders; must be able to communicate effectively both orally and in writing; must be able to operate certain office equipment; specific vision abilities required by this position include extended periods of time reading, close vision and ability to adjust focus. Essential duties are performed indoors part of the time under normal controlled temperature conditions; work surface is even, carpeted, tiled and/or a concrete floor; field work will be required and is performed outdoors with variable temperature conditions; work surface can be uneven, weather can be a condition of working environment.

This organization reserves the right to change job duties and a responsibility as need arises. This job description does not constitute a written or implied contract of employment.
Permit & Land Technician

Department: Engineering
Classification: Full-Time Non-Exempt
Wage Range: $13.00 - $22.00
Established Date: 06/21/2000
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FREQUENCY:

NEVER = 0%
RARELY = 10%
OCCASIONALLY = 33%
FREQUENTLY = 34-66%
CONTINUOUSLY = 67+

LIFTING:

WEIGHT FREQUENCY OBJECT
1-10 lbs. Continuously Paper, folders and books
11-20 lbs. Frequently Paper, maps and copy supplies
21-50 lbs. Frequently Boxes and books of District documents
51-70 lbs. Rarely Miscellaneous

CARRYING:

WEIGHT FREQUENCY OBJECT
1-10 lbs. Continuously Paper, folders and books
11-20 lbs. Frequently Paper, maps and copy supplies
21-50 lbs. Frequently Boxes and books of District documents
51-70 lbs. Rarely Miscellaneous

Bending: Frequently
Squatting: Occasionally
Kneeling: Rarely
Crawling: Rarely
Climbing: Occasionally
Reaching: Continuously
Grasping: Continuously
Sitting: Continuously
Fine Manipulation: Continuously

Applicant Declaration:
I have read the qualifications and requirements of the position of Permit & Land Technician. To the best of my knowledge, I can perform these duties with or without accommodation.

NAME: _____________________________ DATE: _____________________________