



**CITY OF FOWLER
PLANNING & CODE ENFORCEMENT TECHNICIAN I**

Application Period: Open Until Filled

Please send a completed [employment application](#), resume, and letter of interest describing how you meet the qualifications outlined in this posting to avasquez@ci.fowler.ca.us

THE POSITION

Reporting to the Building Official, the incumbent performs a variety of technical support activities related to current and advance planning, including a review of development and land use applications, zoning, site plans, and related documents for proper handling; provides assistance to the public on planning, community development, zoning, code enforcement, and permit issues; and performs related work as required.

Typical duties may consist of:

- Provides information and assistance at the front counter, on the phone, and through e-mail communication by answering questions and providing information regarding zoning, development standards, and code enforcement.
- Performs routine plan check functions for various projects; receives and reviews, applications for planning permits for accuracy and completeness; routes applications to appropriate planning staff.
- Reviews applications for entitlements; within authorized guidelines, may approve routine permits; if outside scope of authority, routes permit applications to appropriate planning staff.
- Responds to public nuisance, unsafe buildings, substandard housing, hazardous conditions, and other related code enforcement violations.
- Enforces Fowler Municipal Code and California Vehicle Code regarding on-street parking via citations, towing, and immobilization.
- Performs site inspections for entitlement projects and zoning compliance; documents and submits findings for action by planning staff.
- Performs administrative duties including correspondence, filing, copying documents, and record keeping; prepares forms and provides graphic displays, photographs, or other exhibits as needed.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Basic principles and practices of urban and regional planning and zoning.
- Basic concepts of design, landscaping, and spatial reasoning as they relate to the process of urban planning.
- City planning and permitting processes.
- Methods and techniques of conducting and documenting site inspections.
- Methods and techniques of reviewing a diverse range of applications for accuracy and completeness.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Researching and reporting methods, techniques, and procedures.
- Methods and techniques of effective technical report preparation.
- Record keeping principles and practices.
- Business mathematics.
- City and mandated safety rules, regulations and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Interpret planning and zoning programs to the general public; identify and respond to issues and concerns of the public.
- Read plans and specifications and make site visits.
- Read, interpret, apply, and explain technical written material and Federal, State, and local policies, procedures, laws, regulations, ordinances, and City planning policies and procedures.
- Receive and respond to a variety of questions from the general public, contractors and developers or refer to higher level planning staff.
- Review applications for accuracy and completeness; process and/or submit to planning staff for action.
- Conduct routine research on planning and zoning related matters and prepare findings.
- Read and understand technical drawings and specifications.
- Perform mathematical computations with precision.
- Establish and maintain a variety of filing, record-keeping, and tracking systems for assigned projects.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use geographic information system software and create graphics either hand drawn and/or through use of computer software.

EDUCATION AND EXPERIENCE

High school diploma or equivalent and two years' experience providing technical support to a planning, building, code enforcement, or land development program.

CERTIFICATIONS

Possession of a valid California Driver's License or equivalent is required at the time of appointment.

Certifications and/or training from APA, CACEO, POST, or CalFire is highly desirable.

COMPENSATION AND BENEFITS

The salary range for this classification is \$3,796 to \$4,615 per month.

A City-wide classification and compensation study is also currently underway.

The City of Fowler offers a comprehensive and competitive benefits package including:

- The City participates in CalPERS with a 2.7% @ 55 for classic members (City pays for employee's contribution for classic members). For those covered under PEPRA, the retirement formula is 2% @ 62.
- Health & Welfare: Anthem Blue Cross PPO with a low employee contribution. Dental coverage from Sun Life and vision coverage from VSP. The City offers an employee assistance program. American Fidelity offers provides various programs including AD&D, Life Insurance, and Health/Dependent Care reimbursement accounts.
- Starting employees accrue 10 days of vacation per year.
- 12 sick days per year with a wellness incentive cash-out program.
- 15 paid holidays per year.
- A voluntary 457 plan is available.
- The City participates in Social Security, Medicare, and California SDI.