

DEVELOPMENT REVIEW SPECIALIST

DEFINITION

Under general supervision, the Development Review Specialist performs a variety of technical duties related to the processing of utilities serviceprivate land development applications in accordance with related State laws, local ordinances and policies and, engineering, and planning principles and practices. This position also assists with implementing water conservation programs, communicating with customers regarding water quality issues, and related record keeping.

DISTINGUISHING CHARACTERISTICS

<u>Development</u>	<u>Review</u>	<u>Specialist</u>	<u>-</u>
<p>This journey level class performs a variety of complex, technical functions in the processing of <u>utilities serviceprivate land development</u> applications. This position is distinguished from the Permit Technician by the specialized duties and knowledge of State and local laws and ordinances, <u>and</u> engineering <u>and</u> <u>planning</u> principles, <u>and</u> <u>water service installations.</u></p>			

SUPERVISION RECEIVED
General supervision is provided by the Development Review Engineer.

Senior Development Review Specialist – Positions in this class are flexibly staffed and may be filled by advancement after at least three (3) years of experience at the lower level of Development Review Specialist or by candidates possessing at least three (3) years of experience equivalent to that of a Development Review Specialist and demonstrating the ability to perform their duties with minimal supervision. This advanced journey level classification is distinguished from the Development Review Specialist position by the level of responsibility assumed, difficulty and complexity of work performed, and independence of action taken. Employees are required to be fully trained in all procedures related to the assigned area of responsibility and perform the most difficult and responsible duties assigned to the classes within this series. Incumbents exercise a high degree of responsibility for coordinating and administering multiple specialized programs.

SUPERVISION RECEIVED

General supervision is provided by the Assistant Director of Public Works. General direction may be provided by Principal/Senior Utilities Engineer.

SUPERVISION EXERCISED

May provide technical supervision over less experienced personnel.

ESSENTIAL DUTIES:

Duties may include but are not limited to the following:

Confer with contractors, engineers, property owners and developers regarding installation of water and sewer services.

Review and process applications for water service. Determine feasibility of proposed installations and develop costs estimates for installation.

Calculate and collect water and sewer connection fees.

Prepare standard payment agreements.

Prepare work orders for Utilities Field Services, including water installations.

Review building permit applications for compliance with water system requirements and regulations.

Administer backflow prevention requirements to ensure compliance.

Respond to inquiries about water quality and prepare annual Water Quality Report.

Implement water conservation programs, monitor activity and report results.

Provide data for Utilities Master Plan updates and special studies.

Represent the City with dignity, integrity and the spirit of cooperation in all relations with the staff and the public.

Be an integral team player, which involves flexibility, cooperation and communication.

Build and maintain positive working relationships with co-workers, other City employees and the public, using principles of good customer service.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Pertinent local, state and federal laws, codes, ordinances, City functions, policies, rules and regulations

Water service design and installation

Basic functions related to backflow prevention and cross connection control devices

Basic interpretation of maps, plans and specifications

Effective oral and written communication

Modern office practices, methods and computer equipment including relevant software programs

Oral and written communication skills, business English, including vocabulary, spelling and correct grammar and punctuation.

Basic math and financial calculations

Principles Duties may include but are not limited to the following:

~~Reviews and processes annexation applications and utility services agreements.~~

~~Provides information and recommendations to the general public, engineers, architects and City staff regarding design, processing and various conditions and requirements for applications for building permits, encroachment permits, minor planning approvals, tree removal requests, tract maps, lot line adjustments, and certificates of mergers, to ensure compliance with and State and local subdivision, engineering and planning requirements.~~

~~Reviews applications for building permits, encroachment permits and minor planning approvals for acceptability of grading and drainage systems, traffic circulation, driveway locations/designs, dedications of rights of way, and for conformity to previously approved permits and zoning requirements/approvals.~~

~~Contributes to preparation of Planning Division staff reports for the Planning Commission, and City Council regarding grading and drainage systems, traffic circulation, driveway locations and design, and dedications of rights of way; prepares conditions of approval and suggests design alternatives relative to streets, driveways, circulation, lot layout and public facility and utility improvements; and conducts related environmental impact assessments as assigned.~~

~~Reviews tentative tract and parcel maps for compliance with the City's Subdivision Ordinance, State Map Act, and common engineering, planning and construction practices.~~

~~Processes applications involving waivers of tentative parcel maps.~~

~~Processes lot line adjustment and certificate of merger applications for compliance with State and local subdivision regulations and evaluates the adequacy of engineering information and property descriptions.~~

~~Attends public meetings and other meetings as assigned.~~

~~Distributes referrals regarding tract acceptances to City departments and outside agencies for comments regarding acceptability of improvements within public rights of way; coordinates the completion of the review process up to the point of acceptance by the Director of Public Works or the City Council.~~

~~Reviews computer accounting printouts and answers questions regarding charges incurred in the processing of various projects as assigned.~~

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

~~The principles and practices of excellent customer service civil engineering and surveying.~~

- ~~Local subdivision and zoning ordinances and the State Map Act.~~

Ability to:

- ~~Interpret Understand and apply City use math including algebra, geometry and trigonometry.~~
- ~~Perform engineering drafting.~~

~~Disseminate and closely coordinate information involving employees in the Planning Division and Public Works Department policies, procedures, rules and regulations.~~

Interpret maps, plans and specifications

Prepare standard payment agreements

Prepare cost estimates

Implement water conservation programs based on established guidelines

- ~~Interact effectively with public, co-workers and supervisor.~~

Communicate effectively, tactfully and positively, orally and in writing.

Handle workload/work load in a timely manner with a minimum of supervision.

Disseminate and closely coordinate information within and between Development Services and Public Works

Research and analyze problems, formulate effective resolutions, and prepare recommendations

Work without direct supervision and exercise sound, independent judgement

Work on several projects and assignments concurrently

Operate and use modern office equipment and technology, including computers and applicable software

Establish and maintain effective working relationships with those contacted in the course of work

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities

MINIMUM QUALIFICATIONS:

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

DEVELOPMENT REVIEW SPECIALIST

Experience: Two (2) years performing technical or professional field and/or office engineering work. Specialized course work or training ~~Prior involvement~~ in water systems design and backflow prevention device installation ~~private land development processing activities~~ is desirable.

Education: Equivalent to an Associate of Arts degree in engineering, business, or a related field.

SENIOR DEVELOPMENT REVIEW SPECIALIST

Experience: Three (3) years of experience comparable to that of a Development Review Specialist in the City of Hayward. One (1) year of lead supervisory experience is desirable.

Education: Equivalent to an Associate of Arts degree in ~~Civil~~ Engineering, business or a related field. Equivalent to a Bachelor's degree from an accredited college with course work in engineering or related field is desirable.

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LICENSES AND CERTIFICATIONS

~~:-~~ Possession and maintenance of a valid Class C California Driver's ~~Driver's~~ License.

SUPPLEMENTAL INFORMATION:

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to Work: ~~work~~ in a standard office

environment; perform various physical activities on a regular basis, including sitting, standing, walking, kneeling, reaching, turning, bending, climbing and twisting; use standard office equipment and current software; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; periodically sit for prolonged periods of time; ~~stand, walk, reach, bend and~~ safely lift and move equipment and ~~material~~ materials weighing up to 35 pounds; converse by telephone, ~~by~~ email, and in person, ~~and before small and large groups, and be clearly understood~~; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

T320 Development Review Specialist

August 1988

Revised May 2014

Revised March 2024

AAP GROUP: 5

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt