

SENIOR DEVELOPMENT REVIEW SPECIALIST

DEFINITION

Under general supervision, the Development Review Specialist performs a variety of technical duties related to the processing of utilities service applications in accordance with related State laws, local ordinances and policies and engineering 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

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

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.

ESSENTIAL DUTIES (continued)

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.

Basic interpretation of maps, plans and specifications.

Effective oral and written communication.

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

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Knowledge of (continued):

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

Basic math and financial calculations.

Principles and practices of excellent customer service.

Ability to:

Interpret and apply City and 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.

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

Handle workload 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.

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 in water systems design and backflow prevention device installation 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 Engineering, business or related field. Equivalent to a Bachelor's degree from an accredited college with course work in engineering or related field is desirable.

LICENSES AND CERTIFICATIONS

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

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to 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; safely lift and move equipment and material weighing up to 35 pounds; converse by telephone, email, and in person; 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
T322 Senior Development Review Specialist
March 2024

AAP GROUP: 5

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt