



CLASS SPECIFICATION FOR:

Community Development Technician I

General Statement of Duties:

Performs technical paraprofessional work in the Permit Centers related to compliance with State and Local property development regulations and construction codes; does related work as required.

Distinguishing Features of Class:

An employee in this class performs technical duties involving application of principles, knowledge, and skills within a context of engineering, planning/zoning, and code compliance. Assignments may be on a continual or project basis. Direct supervision and guidance is received from the Community Development Supervisor or the Assistant Director of Community Development.

Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Reviews routine single-family building permit applications and drawings for compliance with the Virginia Uniform Statewide Building Code and County Regulations;
- Provides basic assistance to citizens, builders, surveyors, engineers, architects, lawyers and public officials regarding County Zoning and Subdivision regulations, residential building practices and Building Code requirements;
- Verifies that basic building and sign permits meet acceptable zoning and subdivision code requirements and fulfill specific conditions as stated in zoning, variance, plan of development, and use permit cases;
- Processes basic permit applications including but not limited to: reviewing application for completeness prior to acceptance, calculating permit fees, writing receipts for permit fees, routing permit applications both internally and externally to appropriate County agencies and entering data into tracking system;
- Processes and certifies applications for rezoning, POD's, use permits and variances checking to ensure they are sufficiently complete to warrant consideration by the County;
- Issues basic building permits for alterations/repair type building and trade permits;
- Demonstrates general knowledge of related positions in Planning, Public Utilities, Public Works, and Building Inspections;
- Disseminates information for the public relative to existing and planned services provided for water and sewer;
- Provides basic information and assistance to citizens regarding Flood Plain, drainage, and general information related to Public Works;
- Performs related work as assigned.

Required Knowledge, Skills and Abilities:

Basic knowledge of the principles and practices of civil engineering; knowledge of all types of building and utility construction practices and methods; ability to read and interpret blueprints and specifications; knowledge of County building, utility, State codes, and planning ordinances; ability to perform basic engineering work of average complexity; ability to prepare basic design plans and to prepare basic engineering specifications; ability to work effectively with and to develop good public relations with engineers, architects, and the public.

Minimum Education and Experience:

Education: Possession of a high school diploma and working towards a two (2) year associates degree in a related engineering or planning discipline;

Experience: One (1) year of related paraprofessional engineering experience

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.



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Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

- Building code reviewers may be required to pursue State certification within 6 months of employment.
- May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position.
- May require possession of a valid Virginia Commercial driver's license, with endorsements and without restrictions.

G.E.Q.0008

Career Code:

Date of last Revision: 31-Oct-2023