

JURUPA COMMUNITY SERVICES DISTRICT DEVELOPMENT SERVICES REPRESENTATIVE...

DEFINITION

Under general supervision, assists the public at the counter and processes developer/owners' plans for plan checking and "will serve letters"; calculates fees; issues sewer permits; processes orders for fire flow requests; performs related duties as required.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

Assists the public at the engineering counter; processes forms, permit applications, and plans; ensures that plans are sent to engineering consultant and other agencies for review; maintains records of plans in plan checking in order to provide up to date information on the status of plans; provides information to developer/owner on engineering consultant's comments; coordinates inspections; determines that all fees have been paid. (a c d e f g h i j k l m n o p q)

Acts as the liaison between District contract inspectors and developers; assists the Operations Manager with a variety of related tasks. (All)

Responds to inquiries and provides information related to permit and plan checking procedures, policies, and functions; computes and collects all required fees. (a e g h j k l m o p q)

Processes requests for "will serve letters" and determines availability of water and/or sewer services; completes required forms and sends to requester. (a d e g h j k l m n o p q)

Issues sewer permits and maintains related files; prepares invoices for water and sewer connection fees and other charges; processes requests for fire flows. (a b c d e f g h j k l m n o p q)

Maintains files/records on reimbursable and deferred project agreements; secures payments at appropriate time; maintains supplies of the District's Standards Manual and issues updates to previous manual purchasers. (a b c e j k m n o p q)

Maintains a variety of records and files; prepares correspondence and reports on building activity; coordinates the scheduling of inspections. (a b c e f i j k m o p q)

REQUISITE ABILITIES

- a. Communicate clearly and concisely, both orally and in writing.
- b. Prepare reports.
- c. Maintain a variety of records and files.
- d. Read and understand plans and blueprints.
- e. Work cooperatively and effectively with others.
- f. Calculate and issue a variety of permits.

REQUISITE ABILITIES (Continued)

- g. Expedite permit processing and plan review.
- h. Calculate fees and perform mathematical computations.
- i. Coordinate field inspections.
- j. Understand, explain and apply codes, regulations, policies and procedures including the District's Standards Manual.
- k. Analyze situations and make appropriate decisions.
- l. Meet the public in situations requiring diplomacy and tact.
- m. Establish and maintain cooperative working relationships.
- n. Detect deviations from regulations and standard practices.
- o. Work independently.
- p. Perform a variety of clerical/administrative duties.
- q. Meet the physical requirements established by the District.

QUALIFICATIONS GUIDELINESEducation and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include graduation from high school or equivalent and three years of experience providing customer service in a water district or engineering related firm.

Knowledge and Skill Levels

Working knowledge of the water and sewer connection process; processing plans for construction and fee structures; modern office practices; proper business English including spelling, punctuation and grammar; use of personal computers.

Physical Requirements

Employees must meet the following requirements, which are necessary to successfully perform the essential functions of this class:

Communicate orally and by telephone with management, co-workers, and the public in face-to-face, one-to-one, and group settings; use office equipment such as computer terminals; sit for extended periods of time; have hearing and vision within normal ranges; carry, push, reach and lift up to 10 pounds; occasionally stoop, kneel or crouch; sufficient manual dexterity to operate office equipment.

Special Requirements

Possession of a Class C California driver's license and a satisfactory driving record.

Possession of or ability to obtain certification from District provided CPR/First Aid Training.

FLSA – Non-Exempt
Range 32