



# Planning Technician

## Job Description

Department: Community Development  
Position: Career Service  
Grade: 721  
Supervisory: No  
Reports to: Division Manager - Planning

### Summary

Under close supervision of the Division Manager – Planning, assists with planning duties relating to zoning, land-use and building permit applications, property addresses, and other planning matters, as assigned. Provides information to the public, as needed. Incumbents serving in this classification perform duties at an entry or training level.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Conduct field observations and inspections for land use violations; assist with initiating corrective measures by sending notices and filing request for legal action, as needed.
2. Assist with ensuring compliance with land use requirements, county codes; review building plans and zoning permit applications, as assigned.
3. Research and apply historic zoning ordinances, conditional use approvals, plat requirements, and parcel configurations to permit applications, as needed.
4. Submit written reviews and clearances for all building permit and other land use applications.
5. Assist with coordinating planning projects; provide the public with land use information and assist the public with current planning matters such as zoning, business licensing, property address information, and compliance requirements.
6. Assist with reviewing applications to appear before the Utah County Planning Commission, Board of Adjustment, and County Commission.
7. Assist with reviewing site plans; coordinate information between the applicants and other County departments.
8. Assist with designing and drafting graphs, charts, maps, photographs, and other illustrative materials.
9. Assist planning staff with presentations to the Planning Commission, Board of Adjustment, and the County Commission; attend public meetings, as needed.
10. Assist planning staff with other duties, as assigned.

### For Office Use Only

Job Code: 3060  
Job Title: Planning Technician  
FLSA: Non-Exempt  
Effective Date: 10/1/2024  
Public Safety: No

Worker's Compensation: County  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Individual Contributor

### **Knowledge, Skills, and Abilities**

- Knowledge of computer equipment and programs, including Geographic Information Systems (GIS)
- Knowledge of current planning issues and trends
- Knowledge of state land use law
- Knowledge of various statistical methods
- Knowledge of County Code
- Skilled in clear and concise written and verbal communication
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to apply land use ordinances and County Code
- Ability to assist with comprehensive research studies
- Ability to coordinate multiple tasks efficiently
- Ability to maintain files, records, and reports
- Ability to prepare technical reports

### **Supervisory Responsibility**

This position has no direct supervisory responsibility.

### **Work Environment**

This job operates primarily in a professional office environment, or other environmentally controlled room. This role may expose incumbent to unknown and dangerous conditions while performing field work. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate, however, exposure to elevated noise levels during field work may occasionally occur. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee is required to type, file, and lift supplies up to thirty (30) pounds. The employee regularly drives a motor vehicle.

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**Position Type/ Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

**Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

**Required Education and Experience**

1. Bachelor's degree in Geography, Planning, or a closely related field.
2. Equivalent combinations of education and experience may also be considered.

**Preferred Education and Experience**

1. Preference may be given to applicants who have completed a planning internship.

**Additional Eligibility Qualifications**

1. Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**Career Ladder Advancement**

For career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:

1. Possess the required licensure and certifications of the higher classification level.
2. Meet the education and experience requirements and the class characteristics of the higher classification level.
3. Receive written recommendation from the department head.
4. Receive approval from the Director – Human Resources.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

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Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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