

## **PRINICPAL PLANNER**

### **DEFINITION**

This is a highly responsible professional and supervisory role; under general supervision and direction, the incumbent may plan, organize, oversee, coordinate, and review the work of staff; perform a high level of professional and technical planning functions in support of programs, projects, and activities of the Planning Division in the Community Development Department and overall sustainability of the Department.; manage the effective use of the City's planning resources to improve organizational productivity and customer service; provide highly complex and responsible support to management; prepare staff reports, visual aids, maps, and other necessary correspondence; and performs other related tasks as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a supervisory and managerial classification in the Planner series and is distinguished from the Senior Planner by the responsibilities for supervising and managing the Planning Division; performing the most complex work of the unit; preparing and administering the Planning Division budget and establishing division and staff goals and objectives.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from Community Development Manager, Director of Community Development, or any persons in higher management; directs and exercises functional and technical supervision over other professional planners; support and oversee the work of personnel and clerical staff.

### **ESSENTIAL DUTIES AND FUNCTIONS**

The following functions are essential for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those below, to address business needs and changing business practices.

- Develop and implement work, objectives, policies, and procedures;
- Serves as the lead liaison for the Planning division and confers with other divisions, departments, and outside agencies, as well as architects, engineers, contractors, and the general public on proposed projects to resolve problems;
- Coordinates the plan review function of the division and makes recommendations relative to and supervises the preparation of amendments to planning and zoning policies and standards and performs special planning studies;

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- Process, assign, oversee, and approve plan checks, inspections, and permits;
- Assists in the supervision and coordination of assigned staff and the provision of information at the public information counter;
- Participates in the training of Senior Planners, Associate Planner, Assistant Planner, Planning Aide, and related staff in regard to current codes and department processes, procedures, and other organizational functions;
- Reviews and evaluates plans, structural calculations, and other reports for commercial, industrial and/or residential projects to ascertain conformance to Building, Mechanical, Plumbing, and Electrical Codes, and pertinent provisions of City, State, and County health and environmental codes, laws and regulations;
- Completes field inspections to determine structural soundness, or proper installation of unusual designs, materials or equipment;
- Suggests corrections of defects or inadequacies found that require deficiencies to be corrected to meet requirements of applicable codes;
- Answers questions and advises the public by telephone and at the public counter concerning codes and plan check reports; advises building inspectors of unusual design, construction, or installation problems.
- Classifies and logs new projects for plan checks; creates plan check files; enters initial site data and permit data on computer; revises data as project status and details change;
- Interacts with staff from other City departments involved in the plan review process;
- Reviews the work of outside plan check engineers and consultants;
- Responds to verbal or written inquiries and provide technical assistance to engineers, architects, contractors, and other City personnel;
- Reviews and verifies calculations on hydrology and hydraulic studies; reviews plans and reports for engineering standards and appropriate codes and ordinances;
- Reviews and determines fees associated with development projects; and
- Performs related duties and responsibilities as required.

#### **OTHER JOB REALTED DUTIES**

- Negotiate and resolve sensitive and controversial issues;

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- Assist in budget preparation and administration;
- Establishes and maintains necessary files pertaining to planning records, reports, maps and related files;
- Coordinates plan check activities with other City functions and outside agencies;
- Completes work assignments using computer and related software programs;
- Communicates effectively, both orally and in writing;
- Establishes and maintains effective working relationships with those contacted in the course of work; and
- Performs any tasks or functions deemed necessary to the daily operations of the employer.

**QUALIFICATIONS**

**Knowledge of:**

- Operations, services, principles, practices and activities of an urban planning program;
- Principles and practices of urban annexation;
- Concepts of land use, design, environmental impact and related planning concepts;
- Advanced mathematical principles;
- Principles and practices of research and report preparation;
- Methods and techniques of conducting planning research;
- Modern office procedures, methods and equipment including computers and applicable word processing and spreadsheet applications;
- Pertinent Federal, State and local laws, codes, ordinances and regulations;
- Federal, state, and municipal codes, ordinances, regulations, and construction standards governing housing and commercial building construction, rehabilitation, alternation, use, occupancy, and setback;
- Major types of building construction, materials, and methods;
- Accepted safety standards and methods of building construction for commercial, industrial and residential buildings;
- Building related codes and ordinances enforceable by the City, including Building, Electrical, Plumbing, and Mechanical codes;
- Handicapped access requirements;
- Permitting requirements and approval processes;
- Building inspection practices and procedures;
- Complex engineering principles related to materials and design concepts of mechanical, electrical and plumbing systems; and
- Research methods and sources of information related to building code enforcement, geography and urban conservation; and

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- Principles and practices of supervision, training, and evaluation of subordinates.

**Ability to:**

- Effectively lead and coordinate the plan check function for the division.
- Accurately interpret and apply pertinent Federal, State, and local laws, codes, and regulations.
- Read and interpret plans, blueprints, and specifications;
- Determine if construction systems conform to City Code requirements;
- Apply City codes and policies regarding zoning, environmental matters, and other regulations to field situations;
- Advise on standard and complex construction methods and requirements for residential commercial and industrial buildings;
- Conduct field investigations;
- Make the most complex engineering and mathematical computations rapidly and accurately;
- Research and write technical reports;
- Interpret and explain City policies and procedures;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work; and
- Train, evaluate, and effectively supervise assigned subordinates.

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**Minimum Qualifications**

**Experience:**

Five years of professional level planning experience including two years at a lead or supervisory level.

**Education:**

Bachelor's degree from an accredited college or university with major coursework in urban planning, public administration, or a related field. A Master's degree is preferred. Minimum qualifications may be met via an equivalent combination of experience and education sufficient to perform the essential job functions.

**Licenses and Certifications**

Possession of a State of California driver's license, and the ability to maintain insurability under the City's vehicle insurance program.

**WORKING CONDITIONS**

**Environmental Conditions:**

The work environment characteristics described here represent those that must be met by employees to perform the essential functions of this class successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions with exposure to computer screens, and the noise level is usually quiet. The position may occasionally be in the field on construction sites where there will be limited exposure to noise, dust, grease, smoke, fumes, and traffic; and/or exposure to inclement weather conditions, including heat, cold, and rain.

**Physical Conditions:**

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time and operating motorized vehicles. The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit, walk, and stand; talk and hear; use hands to finger, handle, feel, or operate objects, tools, or controls; reach

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with hands and arms; perform repetitive movements of hands or wrists; climb or balance on ladders or stairs; stoop, kneel, and bend at the waist; crouch or crawl; and smell. The employee is occasionally required to lift up to 25 pounds unaided.

Specific vision abilities required for this job include close vision, distance vision, use of both eyes, depth perception, color vision, and the ability to adjust focus.

### **Mental Demands:**

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information, and documents; analyzes and solves problems; uses math and mathematical reasoning; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions, and multiple concurrent tasks; and interacts with others encountered in the course of work.

### **CAREER PROGRESSION**

FROM: Senior Planner

TO: Principal Planner

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