



Lubbock County Development Technician

Class Spec Code 020-023

Established Date 01/01/2023

Last Revised Date 10/01/2025

Salary Range

EEO4-Administrative Support

Non-Exempt

DP

Bargaining Unit N/A

EEO

Occupational Group CL

FLSA

Benefit Code 01

Physical Class

Summary

Provide technical assistance in the development of transportation and engineering-related development services. Assist the County in the review of development engineering plans, right of way, and data entry (using GIS technical skills) to track development. Assists the Public Works Department with plat review responsibilities. Assists the Road and Bridge Department with right of way management. Responsible for performing a variety of administrative and technical work to support activities of assigned department. Work involves preparing and maintaining a variety of files, databases and documents, interaction with the public regarding development status and process. Perform professional-level duties on a daily basis to achieve short- and long-term goals of the transportation plan.

Essential Duties

- Provides information to the general public by providing subdivision regulations and plat filings, explaining maps, informing public about flood plains and checking septic tank permits for locations.
- Reviews subdivision plats and construction plans associated with development. Reviews subdivision plats and construction plans for compliance with subdivision regulations. Conducts research on roads, city limits, and properties within Lubbock County using historical and current data sources.
- Assists public with historic road data inquiries.
- Responding to questions, complaints, and concerns received from developers, contractors, homeowners, and other customers pertinent to land development activities, applicable Federal, State, and County regulations and standards, erosion and sediment control requirements, and required corrective actions.
- Performs related engineering research and support work, including, but not limited to: researches property ownership; prepares and interprets legal descriptions and easements; coordinates and lays out no-passing zones for sign crew; etc.
- Maintains files of County roadway and drainage projects, plans, maps, or other archives and coordinates the archiving of all departmental documents.
- Provides support for the development, implementation, and maintenance of County Transportation Bond Programs as needed.
- Acts as a liaison between construction/utility companies and the public.
- Conducting field inspections for roadways and drainage improvements associated with development and/or subdivisions.
- Ensure full compliance with permit conditions; approve construction plan/specifications, contract requirements, and compliance with applicable code and standards for City, State and Federal regulations.
- Evaluate complaints, conduct inspections to support investigations and resolution.
- Perform site inspections on related infrastructure systems to ensure compliance; note deficiencies; notify developers of related problems; conduct inspections/re-inspections.
- Performs all other related duties involved in the operation of the department as assigned or required.

Position Requirements

QUALIFICATION REQUIREMENTS: Two years of post-secondary education, degree in Civil Engineering Technology; or equivalent combination of education and experience in civil engineering technology or related course work. A valid driver's license is required. Working knowledge of spreadsheet and word processing software. Must possess strong communication, math, and analytical skills.

Supplemental Information

KNOWLEDGE, SKILLS AND ABILITIES: Superior verbal and written communication skills. Have a solid understanding of technical/engineering practices, standard construction practices, material, methods, and codes.

Knowledge of land development and environmental planning. Ability to establish and maintain effective lines of communications with internal and external personnel; and maintain Texas driver's license applicable to job responsibilities and good driving record. Ability to perform non-scheduled work, including, but not limited to, extended work hours due to extenuating circumstances, such as weather emergencies or other work as assigned.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee must frequently bend, stoop, squat, lie down, and walk. The employee may lift and/or move objects weighing from 20 pounds up to 50 pounds, such as tools and equipment. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment could potentially be loud.

DISCLAIMER: The above description reflects the details considered necessary to describe the standard functions of this position and should not be construed as a thorough description of all work requirements. The characteristics of the work environment described are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equal Employment Employer: Lubbock County will not discriminate in our employment practices based on an applicant's race, ethnicity, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information or status as a protected veteran.