COMMUNITY DEVELOPMENT SENIOR TECHNICIAN

DEFINITION

Under general direction, in the Community Development Agency, performs more technical and advanced duties in the paraprofessional, technical and office support work in one of more divisions or programs within the Community Development Agency; is assigned overall responsibility for the training, management and supervisory/lead direction of assigned administrative support or technical staff; directs or performs the most complex paraprofessional duties in relationship to one or more Community Development Agency departments or programs; may act in the capacity of office manager; may be designated point of contact in the absence of the Department Head, and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced and lead level position in the Community Development Technician series for the performance of a wide range of assignments and office and field support work on a variety of programs and projects. This class is assigned the most challenging and complex duties not requiring professional registration. May be assigned grant or contract administration and oversight duties. This classification is distinguished from Community Development Technician II in that incumbents at this level exercise a substantially greater degree of independence in performing assigned duties and may be charged with overall lead direction or supervision of subordinate staff.

REPORTS TO

Department head or designee

CLASSIFICATIONS DIRECTLY SUPERVISED:

None; may be assigned supervision by Department Head.

EXAMPLES OF DUTIES

- planning and implementing field surveys; sampling;
- inspections and investigations review and approval of plans, reports or permits that do not requiring professional-level certification;
- preparation and/or maintenance of databases or other records;
- review of field activities for contract compliance; providing support to professional staff implementing program and project assignments;
- customer service representative to resolve permit or project related conflicts;
provides reception and clerical support as needed and performing related work as required.

Lead responsibility or supervision may be assigned for programs or projects or for elements thereof not requiring professional-level certification.

may prepare and maintain a variety of databases, charts, graphs, maps and similar public records, and/or provide direction and technical assistance in this area to other staff;

provides code enforcement support; provide information and assistance to the public in response to records requests.

may be responsible for permitting and/or inspection of encroachments, grading, storm water, erosion control, water wells, onsite wastewater systems, hazardous materials/waste facilities, road construction and overlays.

may also perform traffic counts and speed surveys, investigate complaints, perform materials testing, check work progress and completion in accordance with contract standards, maintain records of project compliance,

may prepare as-built drawings, and assist in right-of-way acquisition work.

may perform reception and administrative support duties, generate invoices and receive payments,

may prepare periodic financial and department activity reports.

Interprets and apply department policies and procedures in assigned areas.

May train Community Development Technician I, II, or other assigned staff.

Responds to after hours emergency calls on nights, holidays, or weekends.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; crawl through various areas on hands and knees; stand, walk, or crouch on narrow and slippery surfaces; climb ladders, stairs, and scaffolding; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of inspection, sampling, and materials testing equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed both in an office and outdoors; exposure to variations in temperature and humidity; exposure to dust; outdoor work may be performed in an environment with constant noise; some exposure to grease and oils; exposure to moving construction equipment; constant contact with staff and the public. Incumbents will be required to wear appropriate clothing and equipment while working in potentially hazardous environments.

DESIRABLE QUALIFICATIONS

Depending on assigned duties, qualifications may include the following:
Knowledge of:

- Basic principles and functions of one or more departments within the Community Development Agency.
- Nomenclature, symbols, methods and techniques used in mapping and drafting.
- Techniques for gathering, compiling and presenting data in visual form.
- Local land use ordinance, zoning and agency policies.
- Basic principles of chemistry, biology and environmental geology.
- State and local laws and regulations governing environmental health and underground tanks, hazardous material and toxic waste storage facilities and water supply and sewage disposal.
- Characteristics of soil contamination from hazardous or toxic material.
- State and local standards and specifications for construction, subdivision, grading and encroachment projects.
- Laws, rules, codes, and regulations related to contract administration and construction projects.
- Construction methods, materials, techniques, principles, practices and equipment.
- Proper inspection methods and procedures.
- Materials sampling, testing and proper use of materials in construction projects.
- Contract review and administration.
- Use of computers and computer applications related to technical work
- Chemical, biological, physical, and environmental sciences.
- Basic principles and practices of environmental health and hazardous waste inspection, review, compliance, and consultation.
- Environmental sampling techniques and standards.
- Work safety methods and programs.
- Principles and techniques in providing lead direction and assessment of performance.

Ability to:

- Communicate effectively, both orally and in writing.
- Understand and carry out oral and written directions effectively and efficiently.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Perform a wide variety of the more complex inspection and contract administration assignments.
- Inspect construction projects and encroachments for deficiencies and initiate corrective action.
- Insure proper work progress and project compliance with contract provisions.
- Read and interpret plans, specifications, ordinances, and codes.
- Take appropriate samples and perform field materials testing.
- Gather a variety of data and prepare detailed and accurate reports.
• Effectively represent the Community Development Agency in contacts with the public, contractors, and other government agencies.
• Make accurate mathematical calculations
• Use a computer and computer applications in the performance of technical support work
• Perform a variety of environmental health and hazardous waste investigations and inspections.
• Respond to after hours emergency calls on nights, holidays, or weekends.
• Collect and organize environmental data.
• Read and interpret and apply policies, regulations, and procedures regarding inspections and compliance.
• Prepare a variety of technical reports.
• Operate a variety of office equipment and computers in the performance of environmental health inspections and investigations.
• Establish and maintain effective professional working relationships with the public as well as personnel from this and other agencies.
• Remain objective and professional with other staff, agencies, and the general public.
• Provide lead direction, training and instructions to other staff.

Training and Experience:

Any combination of training which would likely provide the required knowledge and experience is qualifying. A typical way to obtain the required knowledge and abilities would be:

A high school diploma or GED equivalent. College level course work in biology, chemistry, physics, environmental science, or related fields is highly desirable.

Equivalent to an Associate’s Degree in business administration, public administration or related field.

Experience

Four (4) years of increasingly responsible administrative or technical support experience, comparable to the Community Development Technician I – II series, or equivalent experience in the private sector, preferably in a supervisory or lead work position with extensive public contact. Course work and experience including on the job training at a technical or trades college with emphasis on inspection and construction practices or a related field may be substituted for the required experience.

Special Requirements:

Possession of an appropriate valid and current California Driver's License

ICC California Certification as a Permit Technician