COMMUNITY DEVELOPMENT TECHNICIAN I

DEFINITION

Under supervision, to assist with and conduct inspections, perform monitoring, and investigations; to learn to perform a variety of specialized technical administrative support functions; to assist more senior staff in the performance of a variety of duties in relationship to one or more Community Development Agency departments or programs. Upon receiving appropriate training, operates a variety of office equipment and computers as well as field equipment and instruments necessary for assigned inspections and investigations. Incumbents may be introduced to and trained for a wide variety of duties. Incumbents will provide information and assistance to the public; and will learn and assist to perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the introductory level classification in the Community Development Technician series for the performance of a wide range of assignments and office, technical and field support work in one or more departments or programs within the Community Development Agency. Incumbents should have basic knowledge of some of the programs and projects overseen by Community Development, and the ability to become proficient and independent in a variety of duties and procedures.

REPORTS TO

Department head or designee

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

EXAMPLES OF DUTIES

Duties may include but are not necessarily limited to simpler field surveys; sampling; routine inspection and investigation; learning to review and approve plans, reports or permits that do not require professional level certification; assist with the preparation of and/or maintenance of databases or other records; providing support to professional staff implementing program and project assignments; responding to routine customer service requests/providing reception and clerical support as needed and performing related work as required. Responsibility may be assigned for elements of programs or projects under the oversight of more senior staff.

Incumbents may prepare and maintain a variety of databases, charts, graphs, maps and simpler public records; provide code enforcement support.
Incumbents may be responsible for inspection of encroachments, grading, storm water, erosion control, water wells, onsite wastewater systems. Incumbents may also investigate complaints, maintain project records, and assist in right-of-way acquisition work.

Performs and learns a variety of difficult, responsible and specialized office support functions, creates and maintains reports, records and files required in conjunction with technical work processes; types and edits documents from general correspondence to technical reports and spreadsheets; provides information and assistance to the public.

Incumbents may perform reception and administrative support duties, and generate invoices and receipt payments.

**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.

**DESIRABLE QUALIFICATIONS**

Depending on assigned duties, qualifications may include the following:

**Knowledge of:**

- Nomenclature, symbols, methods and techniques used in mapping and drafting.
- Basic principles and functions of one or more departments within the Community Development Agency.
- Techniques for gathering, compiling and presenting data in visual form.
- Basic principles of chemistry, biology and environmental geology.
- Construction methods, materials, techniques, principles, practices and equipment.
- Materials sampling, testing and proper use of materials in construction projects.
- Use of computers and computer applications related to technical work
- Chemical, biological, physical, and environmental sciences
- Work safety methods and programs.

**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.
• Read and interpret plans, specifications, ordinances, and codes.
• Take appropriate samples and perform field materials testing.
• Make accurate mathematical calculations.
• Use a computer and computer applications in the performance of technical support work.
• Collect and organize environmental data.
• Read and interpret and apply policies, regulations, and procedures regarding inspections and compliance.
• 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, customers, and the general public.

**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:

**Education**

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

**Experience**

One (1) year of full-time experience performing or assisting with Public Works construction projects, land use planning, environmental investigations and inspections, or related fields. Applicable trade school experience is also desirable.

**Special Requirements:**

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