

COMMUNITY DEVELOPMENT TECHNICIAN II

DEFINITION

Under general supervision, in the Community Development Agency, performs a variety of paraprofessional duties in relationship to one or more Community Development Agency departments or programs; provides information and assistance to the public, and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the journey level classification in the Community Development Technician series. Incumbents perform a wide range of paraprofessional and technical assignments and office and field support work in one or more divisions or programs within the Community Development Agency. This classification is distinguished from Community Development Technician I in that incumbents at this level are responsible for independently performing the full range of assigned duties. It is further distinguished from the Community Development Senior Technician by the latter class' performance of more technical, advanced and senior level/lead or supervisory duties.

REPORTS TO

Department head or designee

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

EXAMPLES OF DUTIES

- Conducts field surveys; sampling; inspection and investigation;
- review and approval of plans, reports or permits not requiring professional-level certification;
- prepares and/or maintains of databases or other records;
- provides support to professional staff implementing program and project assignments;
- acts as customer service representative to resolve permit or project related conflicts;
- Lead responsibility as assigned for programs or projects or for elements thereof which do not requiring professional-level certification.
- May prepare and maintain a variety of databases, charts, graphs, maps and similar public records;
- provide 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 perform traffic counts and speed surveys, investigate complaints, materials testing, maintain records of project compliance, prepare as-built drawings, and assist in right-of-way acquisition.
- may perform reception and administrative support duties, generate invoices and receive payments, prepare periodic financial and department activity.
- prepare reports, interpret and applies department policies and procedures.
- May train Community Development Technician I or other assigned staff.
- May be respond 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.
- Construction methods, materials, techniques, principles, practices and equipment.
- Proper inspection methods and procedures.
- 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
- 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.

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 complex inspection assignments.
- Inspect construction projects and encroachments for deficiencies and initiate corrective action.
- 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.
- 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.
- Wear appropriate protective clothing and equipment.
- 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.

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

Two (2) years of full-time experience as a Community Development Technician I, or equivalent, in a Community Development or related department OR equivalent experience in the private sector, with experience in construction projects, land use planning, environmental investigations or inspections, or related fields, preferably in a position with extensive public contact.

Special Requirements:

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