

City of Colusa

Date: 11/8/2017

Building/Code Enforcement Technician

DEFINITION

Under general supervision, to perform a variety of community development work connection with the development, maintenance, and processing of City building/code enforcement and planning records; to provide customer service for planning and building/code enforcement; to perform general office and field support assignments; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Building/Code Enforcement Technician works under immediate supervision while performing repetitive or closely related duties in accordance with established procedures. The Building/Code Enforcement Technician has a full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. A Building/Code Enforcement Technician is expected to work productively even in the absence of supervision. Work is normally reviewed only for completion and overall results.

REPORTS TO

Administration

CLASSIFICATIONS SUPERVISED

This is not a supervisory class.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

- Provides contractors, professionals, and the general public with general and technical information regarding the processing of permit applications e.g. Codes, ordinance, rules, regulation and departmental services.
- Provides customer services in person and by telephone, answers questions within parameters; assists the public in completing permit applications.
- Receives permit applications, reviews submissions for accuracy and completeness, processes as appropriate; routes more complex permit applications to proper staff; coordinates and tracks

- applications to ensure they are process in a timely manner.
- Determines valuations and building fees.
- Checks permit applications for appropriate approvals and required attachments.
- Prepares and issues routine/complex permits.
- Takes reports from citizens, refers to appropriate technical and professional staff for action, maintains complaint log and prepares reports.
- Updates database information; performs data entry functions by entering, modifying and reviewing data in computer system.
- Collects monies in payment of permit fees or other department revenues; performs related accounting functions.
- Prepares and/or generates various reports, forms, correspondence and documentation.
- Tracks inspection activities; schedules inspections.
- Promotes a customer service focus in forgoing cooperative public relations with other City employees and the public concerning building and related code compliance and enforcement.
- Performs clerical support services as needed.
- Has the ability and willingness to foster team environment relationship within the Building and Planning Division and with other employees in the course of daily activities.
- Responsible for carrying out the mission of the City and the department and adherence to the City's and department's organization values.
- Develops and maintains positive public relations with emphasis on customer service.
- Carry out the policies of the City as it relates to code enforcement and building inspections.
- Performs other duties and assumes other responsibilities as needed or as delegated

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office and field environment; continuous contact with other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Safe driving and work practices.
- Modern office methods and procedures.
- Building construction methods, building construction codes, ordinances and enforcement requirements related to structural, electrical, plumbing, air conditioning, and related installations.
- State and Federal regulations related to building construction and energy requirements.
- Principles and techniques of building construction inspection.
- General terminology dealing with building construction, planning and zoning, and departmental policies and procedures.
- Mathematical calculations to include addition, subtraction, multiplication, and division.
- Various software programs relevant to the position

Ability to:

- Review application materials to determine that they are sufficiently complete for processing.
- Communicate clearly and concisely, both orally and in writing.
- Make arithmetical computations rapidly and accurately.
- Operate a personal computer and software including program in work processing, spreadsheet, databases and other specialized software specific to job performance.
- Obtain information through conversations and dialogue; work fairly and courteously with the public; and work effectively and patiently with much interruption.
- Coordinating multiple projects and meeting deadlines

- Learn to read and understand codes and regulations and apply them in routine situations.
- Learn basic building, plumbing, planning, specifications and codes.
- Maintain a calendar of activities.
- Perform fiscal record keeping functions related to collection of permit fees.
- Analyze details and draw sound conclusions.
- Establish and maintain effective working relationships with staff members other agencies and general public.
- Use courtesy, tact and firmness in dealing with the public.
- Recognize, prioritize and accomplish needed tasks.
- Follow oral and written directions.
- Prepare reports and efficiently maintain accurate department records.
- Maintain regular and predictable attendance.
- Be highly organized.
- Remain calm and work effectively under stressful situations.

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

Training and Experience:

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

One year of previous work experience performing building and or code enforcement technician work.

Special Requirements:

Possess a valid California driver's license

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. Terms and conditions of employment are determined through a meet and confer process and are subject to the Memorandum of Understanding currently in effect.