

COMMUNITY PRESERVATION TECHNICIANDEFINITION

Under general supervision interprets and enforces the City's municipal code and other related codes, rules and regulations, of a simple nature for the Code Enforcement Section of the Building Division in the Planning and Building Agency.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

Responds to citizens complaints; issues infraction and misdemeanor citations for violations of applicable codes; prepares written daily reports and maintains accurate records and files; may be required to testify in court and may be assigned to assist in other areas of the Code Enforcement section. Performs other related functions as required.

DISTINGUISHING FEATURES OF THE CLASS:

This is the entry-level classification into the Community Preservation career ladder. It differs from the next higher classification of Community Preservation Inspector in that this classification deals with the more routine code enforcement responsibilities.

RECOMMENDED MINIMUM QUALIFICATIONS:

Two years of experience in construction, code enforcement, permit issuance or other building and construction related activities in a municipal government, which may include support staff experience in these areas, and one year of responsible public contact work, or any equivalent combination of experience and education which provides the following knowledge and abilities:

Knowledge of: Santa Ana Municipal Code as it relates to Community Preservation enforcement programs.

Ability to: Read, interpret, explain and enforce complex policies and codes, communicate effectively and tactfully with the general public, write clear and concise reports.

SPECIAL REQUIREMENTS: Maintain a valid California Drivers License as condition of employment.

SPECIAL WORKING CONDITIONS: Must be willing to work any shift, sometimes in inclement weather.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS:

The successful performer is well organized, even tempered and self-motivated. This team player follows instructions, is a decision maker within given parameters and a good communicator. In addition, he or she is customer service oriented and at the same time committed to enforcing established codes.

Class title established per Council Resolution No. 92-094,
effective 12-1-92

Reviewed: 01/04

ADA Approved: 01/04