

COMMUNITY REVITALIZATION TECHNICIAN

DEFINITION

Under supervision, performs office and field work related to enforcement of the City's public nuisance programs which may include, weeds and tall grass, illegal dumping, unsanitary conditions, abandoned vehicles, and waste tire abatement.

SUPERVISION RECEIVED/EXERCISED

Receives overall supervision from a Division Manager or designee. Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

This is the entry level classification in the community revitalization series. Incumbents enforce regulations, ordinances, and laws specific to the City's public nuisance programs. This class works proactively with property owners to achieve ordinance compliance; prepares notices of violation; prepares case files and provides court testimony regarding code and ordinance violations. This class differs from the Community Revitalization Specialist in that incumbents of the latter are responsible for community and housing outreach programs.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but are not limited to, the following:

Performs property inspections related to public nuisance regulations, ordinances, and laws.

Performs follow-up inspections to ensure compliance and that violations are abated in accordance with City ordinance requirements.

Issues citations and violation notices for non-compliance.

Answers a wide variety of questions from the public regarding public nuisance regulations.

Appears in court as a witness when necessary.

Prepares clear and concise reports, records, correspondence, and other written materials.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Applicable public nuisance regulations, ordinances, and laws.

Local geography including the location of streets, public buildings, and other public facilities.

Basic recordkeeping and research techniques.

Skill in:

The safe operation of a motor vehicle.

Operating office equipment, including computer equipment.

Ability to:

Read, understand and interpret regulations, ordinances, laws, departmental policies, rules and instructions related to public nuisance/abatement.

Establish and maintain effective working relationships with those contacted in the course of work.

Prepare clear and concise reports, records, correspondence, and other written materials.

Understand and follow written and oral instructions.

MINIMUM QUALIFICATIONS

Education:

Possession of a High School Diploma or GED;

AND

Experience:

One year of work experience involving substantial public contact.

Necessary Special Requirements

Possession and maintenance of a valid California Driver's License is required during the entire term of employment in this class.

APPROVED: _____
Director of Personnel Services

DATE: _____