



CITY OF CHINO

Community Code Technician

Definition:

Under general supervision, explains and enforces municipal code sections related to zoning, signs, property maintenance, inoperative vehicles, and related codes. Assists Community Code Inspectors in research, investigation of housing violations, and other more complex cases. Performs related duties as assigned.

Class Characteristics:

This is a single-position classification. When this position is to be filled, the essential functions will be stated in the job announcement.

Essential Functions:

- Receive complaints and prepare case files regarding zoning, signs, inoperative vehicles, property maintenance, and various other municipal code violations; maintain the integrity of assigned case files.
- Conduct site investigations, collect evidence, perform research, and confer with other City departments as necessary regarding violations.
- Attempt to achieve compliance through public education, and verbal and written warnings.
- Remove illegal signs from the public right-of-way.
- Attend meetings; testify in court and administrative hearings; and give presentations on code-related matters.
- Assist in the implementation of the City's Weed Abatement Program.
- Prepare reports, memos, notices of violations, and other materials under strict timelines.
- Deal with the public in an effective and professional manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. Incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. required.
- Two (2) years of related college course work is highly desirable.

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Experience:

- One (1) year of work experience involving considerable public contact, preferably from within a municipality or similar organization.

Knowledge of:

- Planning, zoning, abandoned vehicles, property maintenance, building inspection, public nuisance, business codes, and health and safety laws and concepts.
- The organization and functions of the various agencies involved in planning, zoning, and land use processes.
- Investigative techniques useful in inspecting residential and business violators to insure compliance with applicable codes and regulations.
- Code enforcement.
- Court etiquette and rules of evidence.
- Office methods and procedures.

Skill in:

- Use of photographic equipment.

Ability to:

- Work independently; read and interpret laws and other pertinent documentation governing zoning, development standards, property maintenance, and vehicle abatement.
- Read and interpret building and housing codes related to code enforcement.
- Utilize a computer and a variety of software programs.
- Understand, explain and apply policies and procedures.
- Maintain related files and records, write reports and keep accurate records.
- Read and interpret maps, plans and legal descriptions.
- Deal tactfully and courteously with the public, developers, contractors, co-workers, and City staff.
- Communicate effectively both verbally and in writing.
- Establish and maintain cooperative working relationships.
- Operate a variety of office equipment.
- Report to work promptly and regularly.
- Work in an office and field environment; travel from site to site.
- Be exposed to a computer screen, the sun, and inclement weather conditions, including noise, dust, and fumes.

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Special Requirements:

- Must possess a valid Class C California Driver License and a satisfactory driving record.
- Be available to work a varying flexible schedule, including weekdays and weekends (hours/days may be adjusted as needed).
- Receive satisfactory results from a background investigation, physical examination which includes a drug screening, and administrative review, which meet the established qualifications standards.

Physical Profile:

Category I; 5, 6, 7, 9, 10, 12, 13, 18

Link to description [here](#)

Employee Unit:

Depending upon assignment, SBPEA (Professional, Technical and Clerical) or Part-time/Temporary/Seasonal

Revised: 09/10/2003

Replacing Community Code Technician classification specification, dated 08/01/2003.

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