Technician I

Department: As Assigned $25,920.00 - $28,800.00 Annually
Division: Various $2,160.00 - $2,400.00 Monthly
Supervisor: As Assigned $13.50 - $15.00 Hourly
Salary: Non-exempt
Status: Full-Time

Education and Experience: A High School diploma or GED required. Two (2) years of office support experience, cartographic or technical planning, or permitting, or licensing support experience preferred.

Licenses and Certificates: This position requires a Texas Class “C” Driver’s License. Other licenses may be required depending on which department employee is assigned to.

General Purpose
Under general supervision, provide complex technical assistance to the public and provide support to planning functions and activities in the department. Perform a variety of routine general office functions, assist in field inspections and investigations, assist in the enforcement municipal code, state and federal laws and regulations, zoning, licensing and health and safety issues.

Typical Duties
• Operate standard and specialized equipment as necessary. Involves: Use copier, fax, printer, scanner, personal computer with generic office productivity software and multiline telephone.
• Greet and assist City employees, officials and the public as required. Involves: Respond to visitors in a courteous manner. Answer phones, take messages or forward inquiries to the appropriate party exercising proper telephone etiquette. Perform miscellaneous tasks as assigned.
• Perform specified clerical, administrative and other support tasks. Involves: Respond to customer inquiries. Assist the public by providing land use, zoning, map copies and other information.
• Review and enter data, update logs and databases.
• Maintain accurate documentation and tracking of violations, inspections, and code enforcement.
• May be required to take payments and maintain proper cash handling procedures.
• Maintain existing alphabetical, numerical or chronological files.
• Prepare and edit simple documents and form correspondence for review and approval.
• Sort and file documents.
• Attend classroom training and seminars.
• Assist with the preparation of reports and records necessary for presentation in court and testify in court.
• Research property ownership.
• Perform land use, case history or other research. Involves: Conduct field investigations, photograph site locations, identify land usage, measure exact distances and prepare sketches of existing problems or proposals to assist the Department Head.
• Assist in compiling information on special studies, address and/or readdress houses and land.
• Organize and stock equipment and supplies as assigned.
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- Perform a variety of clerical and para-professional tasks to assist staff, as assigned.
- Refer complex queries to more knowledgeable staff.
- Assists with city functions and special events and performs other duties as required or necessary.

Knowledge, Skills, and Abilities
- Application of good knowledge of planning and drafting techniques.
- Application of good knowledge of geographical information systems.
- Application of good knowledge of mapping, drafting, graphics and illustration methods and materials.
- Application of some knowledge of public relations methods.
- Application of good knowledge of city, state, or federal Building codes, City ordinances, rules, regulations and standards in issuing permits.
- Application of good knowledge of research methods.
- Read and interpret legal descriptions of parcel of land from information of public record or data derived from other sources.
- Read and use zoning maps, plat maps, land use maps and aerial maps.
- Prepare clear, concise oral and written communication.
- Establish and maintain effective working relationships with coworkers, officials, customers, other city departments, and the general public.
- Knowledge of proper safety practices, procedures, and regulations applicable to work being performed.
- Skill in resolving problems or situations requiring the exercise of good judgment.

Other Job Characteristics
- Lift and carry items up to 50 pounds.
- Exposure to rough adverse terrain, construction sites, heavy equipment, inclement weather, and extended periods of close detailed work with CADD and GIS software.
- Exposure to hazardous environmental conditions, uneven or unstable terrain, climbing ladders, hazardous materials, chemicals, air and/or water borne pathogens.
- Occasionally work rotating shifts, flexible hours, weekends, holidays, and extended hours.
- Occasional exposure to irate members of the public.
- Operation of a motor vehicle through City traffic.
- Subject to call back, and working flexible hours, weekends, holidays and mandatory overtime.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Alpine. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and
responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

___________________________________  ____________________________________
Employee Signature & Date                  Employee’s Printed Name