EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Property Technician

DEFINITION

Under general supervision performs responsible duties related to the management of District real properties and interacts with tenants and responds to questions, issues and concerns.

DISTINGUISHING CHARACTERISTICS

This is a single level class where employees within this class perform the full range of duties as assigned in support of the District’s real property rental agreements. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Real Estate Program Administrator.

EXAMPLES OF ESSENTIAL DUTIES: the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

Assists with the negotiation, preparation and administration of leases, rental and temporary use agreements for District property and facilities including grazing leases, house rentals, cabin leases and other uses.

Performs periodic and annual inspections of District real property and facilities; ensure compliance with lease, rental and use agreements and District requirements.

Ensures safety of District properties and facilities; coordinates the mitigation and correction of hazards and the maintenance and improvements to District real property.

Receives and responds to questions from tenants and leasers.

Receives and reviews rental agreements to ensure completion and compliance with District policies and procedures.

Provides technical support to right-of-way and real estate services activities.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

QUALIFICATIONS
CLASS TITLE: Property Technician

Knowledge of:

Skill/Ability to:
Effectively perform property management functions. Read, analyze and interpret rental agreements. Effectively respond to questions and concerns from tenants and leasers. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve building maintenance activities; sit at desk for long periods of time. Intermittently, walk, stand, kneel, climb, and bend in the field; perform simple and power grasping, pushing, pulling, and fine manipulation; intermittently write or use a keyboard to communicate, and occasionally lift or carry weight of 25 pounds or less.

Experience and/or Education:
Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:
Two years of responsible technical experience associated with property management that included the implementation of rental agreements and interaction with tenants.

Education:
Equivalent to an Associate’s degree from an accredited college with major course work in business administration, public administration, finance or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:
Possession of, or ability to obtain, a valid California driver’s license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Director of Human Resources

Established: 08/18/2009
Revised: 05/26/2010
FLSA: Non-Exempt
Unit: Non-Safety

Date
5/26/10