



MAY 2020
FLSA STATUS: NON-EXEMPT

CODE ENFORCEMENT OFFICER

DEFINITION

Under general supervision, performs a variety of routine and complex work in the interpretation and enforcement of adopted codes, ordinances, and related rules and regulations. The position is responsible for enforcing City codes and issuing citations for code violations pertaining to property use and maintenance, public nuisances, fire hazards and illegal dumping.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is a journey-level class that performs the full range of duties related to code enforcement activities to ensure compliance with zoning related ordinances, public nuisance abatements, building codes, property maintenance, abandoned and inoperable vehicles and other issues relating to the health, safety, and general welfare of the community for public, and private residential, commercial and industrial property; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; and performs related duties as required.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Enforces City codes pertaining to property use and maintenance, public nuisances, fire hazards and illegal dumping.
- Coordinates with City departments as necessary to secure compliance with City codes when enforcement becomes necessary.
- Performs systematic site inspections of properties and building structures to ensure compliance with all applicable City codes and regulatory requirements; enforces all aspects of City codes and ordinances.
- Investigates citizen complaints of code violations; investigates obvious code violations observed during site investigations; determines appropriate action to be taken; locates property ownership information and County Assessor's parcel information; researches legal information for property owners, mortgage holders, and interested parties; issues warnings, letters and citations as appropriate; conducts follow-up investigations and takes additional actions until cases are resolved and files are closed.
- Develops and maintains detailed case files with a numbering system and case log; maintains complete records of all cases including ownership information, all communications and action taken with

names, dates, and times, before and after photographs as needed, and copies of all other documents and information.

- Coordinates with the Building Inspector for structure inspections and public nuisance abatement.
- Coordinates with the Fire Chief in the mitigation of fire hazard and weed abatement issues.
- Organizes own work, sets priorities and meets critical deadlines.
- Compiles staff reports and makes annual or bi-annual presentations to City Council.
- Communicates information regarding violations, code requirements and necessary steps to correct for compliance. Consults with owners and occupants regarding provisions of City code. Communicates clear information with all persons regarding City code requirements.
- Develops legal cases with legal staff in code enforcement proceedings. Develops procedural remedies with legal staff to effectively use the legal system when dealing with repeat code violation offenders. Prepares case files for court actions including writing reports, maintaining inspection files, preparing chronologies and violation explanations.
- Presents public nuisance cases or provides testimony to designated hearing officers or judges as needed or required.
- Reviews, develops and recommends procedures, schedules and code changes as needed to make the code enforcement program more effective and efficient.
- Provides information and answers questions from the general public, other agencies, and City departments regarding codes and enforcement issues.
- Uses and maintains computer system to enter case information.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Code enforcement principles, practices and methods as applicable to local government; working knowledge of applicable laws, standards and regulations relating to various land use, nuisance and public safety codes.
- Applicable state, federal and local laws, rules, ordinances and regulatory standards applicable to code enforcement work and responsibilities.
- Investigative principles, methods, and techniques, as case management principles for the purpose of preserving evidence and establishing documentation and a written audit trail for legal purposes.
- Record keeping, report preparation, filing methods and records management techniques.
- Modern office practices, methods, and computer equipment which may include, but is not limited to, mobile technology and electronic devices, and software related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Interpret, apply and enforce applicable state, federal and local laws, codes, ordinances and regulations pertaining to code enforcement.
- Apply technical knowledge and follow proper inspection techniques, in the performance of code enforcement duties.
- Understand and utilize zoning maps, land use maps, plat maps and other documents related to real property.

- Read and interpret building plans, specifications and building codes.
- Prepare, maintain, and update accurate and detailed documentation of inspection findings and other written materials, records, logs, and reports.
- Effectively represent the City in meetings with other agencies, community groups, property owners, and the public.
- Use and maintain code enforcement equipment in a safe and effective manner.
- Operate communications equipment.
- Perform work with a minimum of supervision and to understand and carry out oral and written instructions.
- Organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction.
- Operate modern office equipment including computer equipment and software programs.
- Use English to effectively to communicate, both orally and in writing, and to advise on standard compliance methods.
- Use initiative, prudence, and independent judgment within general policy and legal guidelines.
- Show courtesy, tact and sensitivity to individual differences when dealing with people who are hostile, difficult and/or distressed.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work, including other City departments and outside agencies.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be

Equivalent to the completion of the twelfth (12th) grade. Experience in a construction related field is desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by date of appointment.
- Possession of a valid PC 832 certificate by date of appointment or within first year of employment.

PHYSICAL DEMANDS

Work is performed in both office and field settings. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle in order to respond to field visits; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Considerable outdoor work is required in the inspection of various land uses and other matters. This is primarily a field classification with frequent standing and walking, sometimes on uneven terrain. Hand and finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator; operate standard office equipment; and handle, feel or operate objects, tools, or controls. Positions in this classification are frequently required to sit; climb or balance; stoop, kneel, crouch, or crawl. Employees must possess the ability to occasionally lift, carry, push, and pull up to 50 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees perform both office and field work, but primarily work outside, where they may be exposed to inclement weather conditions and hazardous physical substances. Individuals may occasionally work in high, precarious places, potentially be exposure to fumes, airborne particles, risk of electrical shock and vibration. Employees may interact with frustrated or irritated individuals in interpreting and enforcing City codes, policies and procedures.

WORKING CONDITIONS

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays.