

CODE ENFORCEMENT OFFICER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed with a job.

DEFINITION

Under general supervision, to investigate violations of local and stated codes, ordinances, regulations, and conditions of approval; issue citations for non-compliance; and to inform and assist the public in the application of departmental policies and procedures.

DISTINGUISHED CHARACTERISTICS

The position is distinguished from Building Inspector in that the latter performs technical building inspection work to ensure compliance with relevant codes and regulations while the Code Enforcement Officer performs investigation work related to zoning and abatement codes, ordinances, & regulations.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Receive and respond to complaints from the public and staff regarding substandard dwellings or structures, zoning violations, debris, unsanitary conditions, abandoned or inoperative vehicles, overgrown vegetation, and other zoning and municipal code violations.
- Initiate investigations as necessary for observed violations and prepare necessary citations, violations, and other notices that outline proper repair correction methods, time limits, permits, and all necessary remedial work required.
- Issue administrative citations and post notices relating to required abatements.
- Monitor and re-inspect properties to ensure continued compliance.
- Photograph violations, create files, and prepare investigative reports and legal documents, including abatement and inspection warrants and correspondence.
- Cite vehicles, coordinate the removal of abandoned illegal parked vehicles and maintain reports on vehicle towing activities.
- Prepare a wide variety of letters, reports, and documentation in support of zone and code enforcement activities.
- Maintain records and reports of inspections and surveillance activities.
- Appear in court related to violation cases as needed.
- Complete special projects as assigned.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- City and state policies and procedures related to code enforcement.
- Research, recordkeeping and report writing techniques.
- Modern office practices, methods, and equipment including a computer and applicable software.
- Occupational hazards and standard safety procedures.
- Negotiation and conflict resolution techniques.

Ability to:

- Enforce policies, procedures, codes, and regulations pertaining to code enforcement activities.
- Interpret, apply, and clearly explain codes, policies, and regulations to the general public.
- Communicate clearly and concisely, orally and in writing.
- Work independently.
- Correctly prioritize cases and exercise sound judgment.
- Read and interpret laws, code ordinances, and policies.
- Maintain manual and electronic records accurately, and in a timely manner.
- Deal effectively and tactfully with property owners and managers, tenants, contractors, city staff, and the general public.
- Operate computer programs and photographic equipment.

Minimum Qualifications:

Certificate:

Possession of, or ability to obtain within nine months of hiring date, a valid Penal Code 832 Arrest, Search, and Seizure Certification issued by the State of California.

License Requirement:

Requires possession of a valid California Class C Driver 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.

Physical Requirements:

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long period of time; occasional bending or squatting. (2) Lifting: Frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Other Requirements:

Some positions may require evening or weekend work.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Code Enforcement Officer	Nov 2002			4419	Non-Exempt	4

APPROVED: _____
Human Resources Director

Date: _____