GENERAL PURPOSE

The Code Enforcement Officer enforces City Codes and ordinances, and regulations related to zoning and business license requirements.

DISTINGUISHING CHARACTERISTICS

Under general supervision of the Code Enforcement Manager and Director of Planning and Building, performs a variety of duties in the investigation of violations and enforcement of municipal codes, ordinances, and regulations. Those in this classification receive and investigate public nuisance, licensing regulations, property maintenance, abandoned vehicles and related code provision complaints; initiates enforcement, issues citations and violation notices. Employees in this classification may work rotating shifts that may include evenings, weekends and holidays. Part-time positions are provided with statutory benefits only, and may work up to 28 hours per week, 999 hours per fiscal year.

ESSENTIAL FUNCTIONS - The following duties, skills, and demands are representative of those required of an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands. Duties may include, but are not limited to:

- Receive and investigate complaints of violation of City codes, ordinances and regulations; issue notices of violation and other documents to abate public nuisances; conduct follow-up investigations to ensure compliance.
- Coordinate, schedule, and perform inspections and investigation activities related to zoning and business license requirements; implement programs, policies, and procedures to ensure program effectiveness; inspect and report instances of graffiti.
- Answer inquiries from the public, in person, over the phone or via email; provide code enforcement information and explain procedures.
- Prepare initial abatement and follow-up correspondence; issue citations and notices of violation.
- Determine and document methods to achieve compliance consistent with laws, codes, ordinances and regulations.
- Research, and prepare case files for legal action by City prosecutor for noncompliance; assist with prosecution of violators; coordinate enforcement programs in City departments, divisions and outside agencies; prepare, appear and testify at administrative hearings and/or in court.
- Maintain comprehensive files, records and reports related to citations and violations; prepare a variety of written reports, memoranda, and correspondence; document violations by securing photographs and other pertinent data; input and retrieve information from records systems using a computer terminal.
- Organize assigned field and office work to provide efficient handling of citizen complaints; address situations involving public contact in a professional and courteous manner; issue business licenses and vehicle permits.
• Conduct site visits; take photographs; confer with City staff, legal counsel, Vector Control, Humane Society and County Health staff regarding violations.
• Complete special projects and perform other related duties as assigned.

**QUALIFICATIONS** - Any combination of knowledge, skills and abilities that provide the required knowledge, skills and abilities to perform the essential job duties of the position is qualifying.

**Knowledge of** –
• Municipal organizational structure, codes, regulations and ordinances.
• Process and procedure associated with business licenses, recordkeeping and record management practices.
• Applicable local, state and federal laws and codes related to planning, zoning and land use.
• Standard office procedures, methods, and computer software and equipment.

**Skills/Abilities to** –
• Conduct inspections of buildings and facilities; identify violations of codes and regulations; learn city codes, ordinances, laws, and regulations pertaining to code enforcement and business licenses; interpret and apply state and local policies, procedures, laws, and regulations.
• Respond to inquiries, complaints and requests for assistance from the public and staff in a courteous manner; communicate clearly and concisely, both orally and in writing; understand and carry out oral and written direction.
• Plan and organize work to meet schedules and timelines.
• Work independently in the absence of supervision; analyze situations carefully and adopt effective courses of action.
• Maintain and update records, logs, and reports; maintain confidentiality of records, actions, and events; organize prioritize, and meet report deadlines.
• Establish and maintain effective working relationships with the public and those contacted in the course of the work.
• Deal effectively with the public providing good customer service.
• Operate computer, calculator, telephone, and copying machine; operate a City vehicle safely and in compliance with City policies and regulations.
• Perform duties of an emergency worker in the event of a natural or other disaster.

**Education and Experience** - Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

High School graduation (or equivalent G.E.D. or California Proficiency Certificate) with college or vocational course work to enhance skills plus at least six (6) months experience doing code enforcement or housing inspections.

**Licenses/Certificates** - Possession of a valid California driver’s license and a satisfactory driving record required. American Red Cross certifications in CPR/First Aid and Automated External Defibrillator (AED) Essentials and P.C. 832 certificate are desirable.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT** - The following are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• Sit in a vehicle for long periods of time, to enter and exit a vehicle often and get from one location to another in the course of doing business.
• Climb, sit, stand, walk, reach, twist, bend and squat in uneven surfaces; lift up to 25 pounds.
• Operate an automobile, telephone, computers, standard office equipment, portable radio and light equipment used in maintenance operations.
• Understand and respond to the public’s and staff’s requests for assistance both on the phone and in person.
• Work outdoors in all weather conditions including hot with sun exposure, cold and wet.
• While performing duties, the employee is regularly required to use written and oral communication skills; know and understand laws, regulations and codes; abide by personnel rules, legal and code requirements; explain policies and procedures; interact with City management, other governmental officials, employees and the public.

Work environment
The internal work environment is generally in a temperature controlled office with moderate noise; outdoors, the employee may be exposed to noise, extremes in temperature or humidity, dust, gas or fumes at all times of day and in all weather conditions; may occasionally be exposed to high level noises including but not limited to emergency vehicle sirens, radio traffic, road traffic, and yelling.

Department: Planning & Building
Classification: General Employees
FLSA Status: Non-Exempt
Approved: 09/11/2019