



Code Enforcement Officer

Summary

Perform a variety of duties involved in investigation and enforcement to ensure compliance with the municipal codes, ordinances, and resolutions.

Class Characteristics

General supervision is provided by a higher level supervisor or manager; responsibilities may include the indirect supervision of support staff.

This is a specialist/technical and/or planning support class responsible for performing the full range of duties as assigned; responsible for specialized tasks in enforcing regulatory ordinances and codes in such areas as planning, zoning, subdivisions, encroachment, building codes, and other related areas.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here 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 a disability to perform the essential duties, skills, and demands.

Duties:

Perform duties related to zoning and municipal code enforcement.

Respond to questions from the public, other divisions, and City departments on matters related to potential code violations; interpret and enforce provisions of codes, planning policies, and standards to potential applicants and the public.

Investigate reported complaints of municipal code, ordinance, and resolution violations; conduct in-the-field investigations to verify violations; advise individuals of violations and methods of abatement; seek abatement through voluntary compliance or, as necessary, through direct enforcement activities such as issuance of appropriate written warnings and violation notices; prepare and issue citations.

Coordinate and confer, as necessary, abatement actions with other departments and agencies.

Perform interdepartmental liaison work, coordinate an approach to code enforcement problems; inform involved departments of activities in a timely manner.

Maintain accurate records of inspections made and other related business conducted on behalf of the City.

Prepare reports for review and/or action by other interested individuals or agencies and for referral to the City Attorney and County court system.

Prepare and present code enforcement information and related matters to Planning Commission, City Council, community groups, and courts of law as necessary.

Explain and interpret municipal codes, ordinances, and resolutions at the counter and in the field, to City staff, property owners, and the public.

Perform related duties as assigned.

Skills/Abilities:

Read, understand, interpret, and apply federal, state, and local laws, codes, regulations, policies, procedures, and standards pertaining to code enforcement.

Interpret maps, site and building plans and specifications, graphs, and statistical data.

Analyze and evaluate facts and evidence to draw logical conclusions and adopt effective courses of action.

Research, analyze, and summarize data both manually and with computer applications.

Make persuasive presentations of ideas and recommendations.

Prepare clear, concise, and complete technical documents, reports, correspondence, and other written materials.

Exercise sound, independent judgment within established procedural guidelines.

Recognize and respect limit of authority and responsibility.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel, and talk or hear. The employee frequently is required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee is frequently required to sit. The employee must frequently lift and/or move weight up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee is regularly exposed to outdoors weather conditions and regularly works in inside environmental conditions. The employee occasionally works with use of vehicle. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

Principles and practices of municipal code enforcement.

Effective inspection methods and interviewing techniques necessary to obtain investigative data.

Municipal codes, ordinances, resolutions, and policies.

Correct English usage, spelling, and punctuation.

Research and statistical methods.

Public speaking techniques.

Effective problem solving and negotiating techniques.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

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:

Education:

Equivalent to graduation from high school. Coursework in communications, law enforcement, planning, business administration, public administration, or a related field is desirable.

Experience:

Three years of full-time experience involving the enforcement and interpretation of administrative rules and regulations, including two years in a code inspection capacity.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Possession of a California State Arrest and Firearms Certificate (PC 832) is desirable.

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Department: Police or Community Development

FLSA Status: Non-exempt