

CODE ENFORCEMENT OFFICER



Department:	Community Development	FLSA Status:	Non-Exempt
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GENERAL PURPOSE: Under the direction of the Community Development Director, coordinates and performs a variety of code enforcement functions; investigates, identifies, and documents code violations; issues and follows up on violation notices; responds to public inquiries regarding various code related matters; prepares code enforcement records and reports; and performs other related duties as assigned.

TYPICAL DUTIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Patrols the community and monitors for, identifies, and investigates code violations.
- Responds to and investigates code violation complaints from the general public and outside agencies.
- Documents code violations; obtains photographic evidence; prepares and maintains case files.
- Interprets, explains, and enforces Federal, State, and municipal codes and ordinances pertaining to land use, zoning, building, health and safety, fire, signage, and vehicle abatement.
- Issues Notices of Violation to property owners and/or other responsible parties; follows up and ensures compliance with necessary corrections; initiates abatement processes as required.
- Responds to public inquiries regarding violations and/or other code enforcement matters.
- Obtains bids for abatement work ordered by the City; prepares and maintains service contracts; coordinates the payment of contractors; updates and maintains contractor files.
- Attends and participates in various code enforcement meetings and/or training sessions.
- Prepares and submits code enforcement reports as required by the City and/or State.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or equivalent; AND two years code enforcement experience; OR an equivalent combination of education and experience.

JOB DESCRIPTION
Code Enforcement Officer

Required Licenses or Certifications:

- Certification as a Code Enforcement Officer issued by the California Association of Code Enforcement Officers (CACEO) is required.
- Must possess a valid California Driver's License.
- A PC832 Laws of Arrest Certificate is desirable.

Required Knowledge of:

- Department operations, policies, and procedures.
- Principles and practices of code enforcement.
- Laws and ordinances pertaining to code enforcement, zoning, and land use.
- Procedures for investigating code violations.
- Code enforcement records, reports, and documentation.

Required Skill in:

- Responding to and investigating various types of code complaints.
- Identifying, addressing, and following up on code violations.
- Enforcing Federal, State, and municipal codes and ordinances.
- Preparing and maintaining accurate code enforcement records and reports.
- Establishing and maintaining cooperative working relationships with other staff, City departments, outside agencies, property owners, and the general public.

Physical Demands / Work Environment:

- Work is performed primarily in the field and in a standard office environment.
- Subject to sitting, standing, walking, bending, reaching, and lifting of objects up to 20 pounds.
- Exposure to variable weather conditions, uneven terrain, sub-standard/abandoned structures, illegal dump sites, hazardous materials/chemicals, unsanitary conditions, infectious diseases, vicious animals, insects, rodents, and potentially hostile members of the public is involved.