

# CODE ENFORCEMENT OFFICER

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## DEFINITION

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Under general direction, performs skilled work in the investigation, inspection, implementation, and enforcement of City codes, ordinances and abatement regulations; performs related duties as required.

## REPRESENTATIVE DUTIES

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*The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.*

1. Consults with and coordinates code enforcement actions with other City departments, the prosecuting attorney, and other agencies as needed; periodically patrols or inspects an assigned area to monitor for violations of local codes, ordinances and regulations.
2. Responds to citizen complaints of potential code violations relating to signing, building occupancy, nuisances, hazardous sidewalks, housing and other conditions, construction, land use, zoning, animals, noise, dumping, clearing grading, filling, polluting, and other code related matters.
3. Conducts field investigations of potential violations; gathers evidence; questions or interrogates complainants, witnesses and suspects; compares facts to code requirements; makes finding and issues warnings; correction notices, or citations.
4. Meets with property owners, tenants, contractors, developers, businesses and other agencies to review and explain code requirements and violations or potential violations; monitors and secures code compliance; investigates allegations of code violations.
5. Prepares and distribute a variety of correspondence, memorandums, notices, flyers, brochures, media releases and reports relating to code enforcement issues and actions; prepares and analyzes statistical data.
6. Provides information and assists the public in matters pertaining to municipal code enforcement and/or provisions including zoning, land use, planning design, review, and related matters; maintains a variety of logs and records related to inspections and enforcement activities; prepares recommendations for amendments and additions to relevant codes and/or regulations.
7. Works with police and prosecutors to obtain written or tape recorded statements, depositions, or admissions, as needed; reviews cases being prepared for trial with emphasis on the evidentiary and legal issues crucial to successful prosecution; prepares detailed reports of activities and investigations performed; consults with prosecutors and prepares case reports for court action; testifies in court.
8. Assists in obtaining, enhancing, preparing and/or presenting exhibits or other evidence in court as required; attends meetings at pertinent organizations to stay current in the field of code enforcement; educates the commercial and residential communities regarding the municipal code, ordinances and community standards; presents evidence at public hearings, hearing officer proceedings and in court; performs related duties as assigned.

## **EMPLOYMENT STANDARDS**

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### **Education and/or Experience**

Two (2) years of experience, or any equivalent combination of experience and education that provides the required knowledge and abilities related to inspection, law enforcement, building inspection, land use, public administration, or a related field that would normally be obtained by previous experience involving extensive public contact requiring considerable use of tact and judgment in the interpretation and application of regulations, policies and procedures; authority to issue citations and/or revoke licenses, and performing compliance field inspections.

### **Knowledge of:**

City, county, state and federal laws and regulations pertaining to land use, zoning, building, permits, property maintenance, health and public safety, peace, animal regulations, fire and public nuisance; methods, procedures and techniques used in the identification, interpretation and enforcement of a wide variety of code violations; principles and methods of research and investigation related to code enforcement; effective public relations practices; evidentiary requirements for courts of law; applicable state and federal regulations regarding disabled access; and data base software is desirable.

### **Skill in:**

Word processing and spreadsheet software; interpersonal communication and customer service.

### **Ability to:**

Recognize conditions that constitute municipal code violations; use effective interpersonal techniques to interact with citizens and the public when explaining city health, public safety, peace, fire, traffic, zoning/land use codes and permit requirements; analyze potential code violations accurately and adopt effective resolution processes; research and interpret land use, zoning, planning and construction-related codes and investigations; prepare comprehensive reports and deliver oral and written presentations; carry out duties with a minimum of supervision; handle stressful situations and effectively deal with difficult or angry people.

### **Additional Requirements**

Possession of, or ability to obtain a valid California Driver's License; ability to work evenings and weekends.

### **Physical Demands**

Ability to withstand frequent exposure to the weather and occasional exposure to wet and/or humid conditions, fumes and airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration; occasional lifting and carrying of objects weighing up to 25 lbs.; ability to conduct duties in areas of unstable footing; strength, dexterity, coordination and vision to use a keyboard and computer.

## **WORKING CONDITIONS**

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Exposure to conditions such as dust, fumes, odors, or noise; periodic contact with angry and upset individuals; temperature fluctuations due to both seasonal extremes and working in and out of doors. Independent travel throughout the area is required.

Date Adopted: September 5, 2006

