



CODE ENFORCEMENT OFFICER I/II

Class specifications are intended to present a description of the range of duties performed by the classification. Specifications are not intended to reflect all duties performed. Classifications will perform other related duties as assigned.

Definition:

Under supervision, this position performs a variety of duties involved in the investigation of potential violations and the enforcement of municipal codes, ordinances, and regulations.

Classification Characteristics:

Code Enforcement Officer I – This is the entry level class in the Code Enforcement Officer series. This class is distinguished from the Code Enforcement Officer II by the performance of the more routine, less complex investigations. This position receives direct supervision from higher level staff and may receive technical and functional supervision from a higher level officer. This class receives training from a higher level Code Enforcement Officer; however, as training progresses, is assigned to perform independent investigations of a limited scope. This class is typically used as a training class and employees may have only limited Code Enforcement experience. Positions in this class are flexibly staffed and may advance to the Code Enforcement Officer II level when training and experience is sufficient to perform at the full journey level.

Code Enforcement Officer II – This is the full journey level class in the Code Enforcement Officer series. Employees in this class are distinguished from the Code Enforcement Officer I by the performance of the full range of duties assigned including independently performing a full range of Code Enforcement investigations. The Code Enforcement Officer II receives general supervision from higher level staff and may exercise technical and functional supervision over lower level officers. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Code Enforcement Officer I level, or when filled from the outside, have Code Enforcement experience.

Essential Functions:

- Coordinate, schedule, and perform code enforcement inspection and investigation activities; implement programs, policies, and procedures to ensure program effectiveness.
- Receive and investigate complaints of violation of City codes, ordinances, and regulations; issue letter to property owners notifying them of violation; affix violation notices on property to abate fire and public safety hazards and public nuisances; conduct follow-up investigations to ensure compliance with applicable codes and ordinances.

- Maintain clear, concise, and 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.
- Prepare documentation for submission to the City Attorney to file complaints for noncompliance; may testify in court.
- Organize assigned field and office work to provide efficient handling of citizen complaints; provide code enforcement information to the public, other City departments, and outside agencies; address situations involving public contact in a professional and cooperative manner.
- Input and retrieve a variety of information using a computer terminal.

Code Enforcement Officer I Qualifications:

Knowledge of:

- Municipal organizational structure.
- Principles of record keeping and basic report writing techniques.
- Safe and efficient work practices.
- Modern office procedures, methods, and computer equipment.

Ability to:

- Learn basic codes, ordinances, laws, and regulations pertaining to public safety hazards and public nuisances.
- Learn City codes, ordinances, laws, and regulations pertaining to code abatement.
- Learn investigative principles, practices, methods, and techniques.
- Interpret and apply State and local policies, procedures, laws, and regulations.
- Maintain and update records, logs, and reports.
- Operate a computer terminal.
- Respond to inquiries, complaints, and requests in a courteous manner.
- Communicate clearly and concisely, both orally and in writing.
- Work independently in the absence of supervision.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City staff and the public.
- Maintain physical condition, audio-visual discrimination and perception, and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

Experience and Training: *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience:

Two (2) years of increasingly responsible experience working with the public. Experience in municipal government construction, code enforcement, permit issuance, or public works inspection is desirable.

Training:

Equivalent to graduation of the twelfth grade.

License or Certificate:

Possession of a California Class C Driver's License with an acceptable driving record.

Code Enforcement Officer II Qualifications:

Knowledge of:

- Principles, practices, methods, and techniques of code violation investigation and enforcement.
- Principles of record keeping and basic report writing techniques.
- Safe and efficient work practices.
- Modern office procedures, methods, and computer equipment.

Ability to:

- Interpret and apply basic codes, ordinances, laws, and regulations pertaining to public safety hazards and public nuisances.
- Interpret and apply City codes, ordinances, laws, and regulations pertaining to code abatement.
- Interpret and apply State and local policies, procedures, laws, and regulations.
- Maintain and update records, logs, and reports.
- Respond to inquiries, complaints, and requests in a courteous manner.
- Work independently in the absence of supervision; use independent judgement.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City staff and the public.
- Maintain physical condition, audio-visual discrimination and perception, and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

Experience and Training: *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience:

One year or more of experience performing municipal code enforcement inspections and investigations.

Training:

Equivalent to graduation of the twelfth grade supplemented by specialized related training.

License or Certificate:

- Possession of a California Class C Driver's License with an acceptable driving record.
- Possession of California Penal Code, Section 832 Certification.

Working Conditions:

Work periodically in an office environment and frequently in an inspection site environment with exposure to dust, noise, fumes, and inclement weather. Frequent standing and sitting for extended periods; walk on even, uneven, and slippery surfaces; climb, stoop, kneel, bend, lean, turn, twist, reach, grasp, push, and pull. Lift, carry, and push objects weighing up to 25 pounds. Near and far vision required for performing inspections and preparing reports. Drive motorized vehicles and work around moving traffic.