



Code Compliance Officer

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| Department/Division: | Community Development |
| Reports To: | Senior Code Compliance Officer |
| Provides Direction To: | Not Applicable |

GENERAL PURPOSE

Under general supervision, investigates and responds to complaints or inquiries regarding zoning, sign and land use ordinances, and public nuisances; enforces standards and corresponds with appropriate parties; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

With guidance and direction from the Senior Code Compliance Officer, this position performs a wide variety of responsible duties in the enforcement of municipal planning, zoning, and land use related codes and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Conducts technical field inspections to determine compliance of residential, commercial and industrial buildings with zoning ordinances, zoning variances, special use and other conditioned permits.
2. Receives public complaints; conducts on-site inspections and determines existence and types of potential code violations.
3. Investigates and strives to attain voluntary compliance with existing ordinances by residents and property owners; conducts office conferences with violators.
4. Issues notice to appear citations or initiates public nuisance abatement procedures to insure compliance with relevant municipal code provisions.

5. Checks and removes illegally posted signs or notices.
6. Prepares cases for court proceedings of unresolved cases; maintains related files; testifies in court actions, as needed.
7. Answers public inquiries and provides information as requested concerning code compliance programs and activities.
8. Participates in multi-agency task force operations.
9. Assists in code compliance and enforcement actions involving business licenses.
10. May occasionally work weekend hours, to insure compliance with municipal regulations during those times.
11. Responds to emergency situations in the City as required.
12. Data entry into a computerized code compliance tracking system including initial investigation and contact, follow-up contact and, if necessary, enforcement actions.

QUALIFICATIONS GUIDELINES

Knowledge of:

Methods, procedures and techniques used in the interpretation, application and enforcement of various zoning, health, safety, public nuisance, and business license codes and regulations; general characteristics of a wide variety of business and residential structures and areas commonly requiring adherence to zoning and public nuisance regulations; investigative techniques useful in inspecting residential, business and nonconforming land use activities to ensure compliance with code and ordinance requirements; informational interviewing techniques; simple research and statistical methods; modern office policies and procedures.

Ability to:

Interpret and explain code provisions to property owners and others in a courteous and effective manner; develop and use an orderly process to assure compliance of local codes and ordinances; read blueprints and landscaping plans; enforce codes with sensitivity, tact and impartiality, and when necessary, firmness; communicate clearly and concisely, orally and in writing; establish and maintain effective working relations with employees in other departments, other agency personnel, and the general public; perform field inspections, investigations, and enforce applicable codes and ordinances; collect pertinent evidence and take photographs at properties in violation; operate a personal computer and word processing programs; operate a motor vehicle.

Education/Training/Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Experience:

Two or more years of experience in municipal code enforcement, inspection or investigation or a related field.

Licenses; Certificates; Special Requirements:

Penal Code 832 Certificate is desired prior to employment or ability to obtain it after being hired is required. CACEO basic certification is desirable.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear; walk; sit; occasionally climb or balance; stoop, kneel, crouch, or crawl. The employee is expected to remove illegal temporary signs in the City as required.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; interact with City staff and other organizations; and occasionally deal with dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee regularly works in outside weather conditions. The employee is occasionally exposed to wet or humid conditions while working outdoors during inspections. The noise level is occasionally loud.