

## CODE ENFORCEMENT OFFICER

### DEFINITION

Under general supervision, administers the City's code enforcement program, including the identification, investigation and correction of violations of the City's municipal, building, zoning, occupancy, signage and housing codes and of State Health and Safety Codes; investigates citizen complaints of public nuisances and quality of life issues and seeks voluntary compliance or issues citations and initiates abatement procedures; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

General supervision is given by the HR/Public Safety Director. No supervision is exercised.

### CLASS CHARACTERISTICS

This is an experienced classification that independently performs a variety of inspection and code enforcement duties. Responsibilities include the authority to cite violators and initiate court proceedings for compliance. The scope of compliance coverage includes abandoned vehicles, property maintenance, weed abatement, business and occupancy inspections, theft of utilities and signage. Some basic code compliance of the uniform building code is included in the work. This class is distinguished from Building Inspector in that the latter is primarily responsible for performing a variety of on-site building inspection duties at various stages of construction, alteration and repair to determine compliance with building, plumbing, electrical, mechanical, structural and related codes.

### EXAMPLES OF DUTIES (Illustrative Only)

- Responds to citizen complaints regarding code violations, investigates and resolves problems, initiates abatement of dangerous properties and vector control issues; provides confirmation to public by telephone and in person regarding code regulations.
- Conducts regular field checks and patrols by vehicle or walking onsite to discover possible violations of City codes and ordinances.
- Performs annual palm tree abatement program for proper palm tree trimming.
- Works with Planning Division and Building Division on sign violations, setback violations, second units, non-compliance with landscape restrictions, zoning and building violations.
- Works with homeowner boards, the Planning Commission, the Architectural Landscape Committee, the Coachella Valley Vector Control and other City division and outside agencies on code enforcement issues and abatement programs.
- Performs inspections in response to noised complaints and construction hour violations
- Confers with and provides information to property owners, businesses, residents and others regarding code requirements and alternatives and City policies and procedures wherever possible, resolves complaints and problems.
- Investigates possible violations, contacts responsible persons in person and in writing to achieve compliance, performs follow up investigations to determine that remedial action has been taken.

- Issues citations for code violations, prepares case facts for court presentation and testifies before courts.
- Documents and maintains accurate records of inspections, actions taken and regulatory efforts; prepares written reports and correspondence and issues notices to correct code violations; assists in preparing municipal code and ordinance revisions.
- Assists with the issuance of Massage Therapist Permits by performing background investigations and reviewing sensitive information from the Department of Justice.
- Provides input into and monitors the annual budget for the code compliance unit.
- Maintains accurate records and files.
- Assists in developing and implementing the City's emergency operations plan, employee response manual, the Standardized Emergency Management System, threat assessment; and assists with employee training on such programs.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Laws, regulations and procedures related to code enforcement.
- Practices for documenting inspections, correcting violations and carrying through on court procedures.
- Basic requirements of zoning, building and related codes, ordinances and regulations.
- Legal descriptions and boundary maps of real property and legal terminology as used in code enforcement.
- Applicable codes, ordinances and regulations, including applicable safety standards.
- Computer applications related to the work.
- Standard office practices and procedures, including the operation of standard office equipment.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

### **Skill in:**

- Explaining codes and regulations to property owners, residents and others.
- Interpreting and consistently applying complex laws, codes, regulations and ordinances.
- Preparing clear and concise reports, correspondence and other written materials.
- Maintaining accurate records and files.
- Organizing and prioritizing work and meeting critical deadlines.
- Analyzing and compiling technical information on code investigations and violations.
- Effectively representing the City in meetings with governmental and regulatory agencies, community groups, property owners, contractors, developers, business owners and the public.
- Using English effectively to communicate in person, over the telephone and in writing.
- Using tact, initiative and independent judgment within established procedural guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Providing exceptional customer service to coworkers, internal customers and the public.

**Education and Experience:**

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from high school and three years of experience in the enforcement of zoning laws and building codes with a public agency. This work must have included significant public contact and the exercise of investigative or inspection skills. Completion of college-level coursework in law enforcement, building inspection or a field related to the work may be substituted on a year-for-year basis to a maximum of two years of the required experience.

**Licenses and Certifications:**

Must possess and maintain a valid California class C driver's license and have a satisfactory driving record. Must possess or obtain within the probationary period a California PC832 certificate. Possession of certification as a building inspector or code enforcement officer is desirable.

**Physical Demands:**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to inspect various sites; walk on uneven terrain, construction sites and climb onto roofs and other structures; strength to lift items weighing up to fifty pounds; vision to read printed materials and a computer screen and make inspections as noted above; and hearing and speech to communicate in person, before groups and over the telephone.

**Working Conditions**

Must be willing to work overtime and off-shift hours as required to meet peak workload needs.