



NOTICE: Code Enforcement Officer Position – OPEN: April 4, 2016 thru April 25, 2016

CODE ENFORCEMENT OFFICER Class 1- Full or Part time:

GENERAL JOB DESCRIPTION

Monitor and enforce a variety of applicable ordinances, codes, and regulations; serve as a resource and provide information on City regulations to property owners, residents, businesses, the general public, and other City departments and divisions. Perform a variety of field and office work; enforce compliance with City regulations and ordinances. Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of City codes and ordinances; interview complainant and witnesses; conduct investigations and provide recommendations for resolution. Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices, notice of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and performs all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances; issues citations and notices of violation as necessary. Prepare evidence in support of legal actions taken by the City; appear in court as necessary; testify at hearings and in court proceedings as required. Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; draw diagrams and illustrations and take photographs. Prepare a variety of written reports, memos, and correspondence related to enforcement activities. Patrol assigned area in a City vehicle to identify and evaluate problem properties and/or ordinance violations; determine proper method to resolve violations. Explain municipal codes and ordinances to members of the general public, contractors, business owners, and other interested groups in the field, over the counter, and on the telephone. Operate computer to acquire data relative to complaints, inspection sites, and effective code enforcement; research complaints. Perform related duties as required.

QUALIFICATIONS: The following describes the general knowledge and ability required to enter the job and to successfully perform the assigned duties:

Knowledge of: Pertinent codes, ordinances, laws, and regulations pertaining to zoning, nuisance abatement, property maintenance, building, health and safety, and related areas. Procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations. City services and organizational structure as they relate to code compliance. Legal actions applicable to code enforcement compliance. Effective public relations practices. Principles and procedures of record keeping. Methods and techniques of business correspondence and technical report preparation. Modern office procedures, methods, and use of equipment including computers and supporting word processing and spreadsheet applications.



Ability to: Independently perform a full range of municipal code enforcement and compliance duties. Interpret and apply applicable codes, ordinances, and regulations related to zoning, nuisance abatement, and health and safety issues. Inspect and identify violations of applicable codes and ordinances. Enforce pertinent codes, ordinances, laws, and regulations with impartiality and efficiency. Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner. Investigate complaints and mediate resolutions in a timely and tactful manner. Prepare accurate and detailed documentation of investigation findings. Maintain complex logs, records, and files. Research, compile, and collect data. Prepare clear and concise technical reports. Make oral presentations and testify in court. Work independently in the absence of supervision. Understand County Tax Assessors' maps and property profiles. Read and interpret legal documents and descriptions. Understand and follow oral and written instructions. Type and enter data accurately at a speed necessary for successful job performance. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

Education/Training: Equivalent to completion of the twelfth grade required; supplemented by specialized training and/or college level coursework in criminal justice, public administration, business administration, or other related field preferred.

Experience: Three years of work experience involving a high level of public contact including some experience dealing with the public in an enforcement, inspection, investigation, or customer service capacity. Experience that includes the enforcement of municipal codes is highly desirable.

License or Certificate: Possession of an appropriate, valid driver's license. No moving violation for previous three years. Ability to obtain certification as may be required.

Environment: Indoor and outdoor environments; work alone; travel from site to site; incumbents may be exposed to noise, dust, inclement weather conditions, and potentially hostile environments.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and field environment; to stand, stoop, reach, bend, kneel, squat, climb ladders, and walk on uneven terrain, loose soil, and sloped surfaces; to lift and/or carry light weights; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.