

**CODE ENFORCEMENT OFFICER**

**DEFINITION**

Under general supervision, performs a variety of investigations as well as field and office tasks to secure compliance with and understanding of planning, zoning regulations, nuisance and City ordinances, business license, housing laws and other codes; and performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Direction is provided by the Planning Manager. No supervision is exercised over others.

**EXAMPLES OF DUTIES (Illustrative Only)**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Depending upon assignment, duties may include but are not limited to:

- Enforce a variety of occupancy, public nuisance, zoning and land use regulations such as those for commercial properties, contractors, subcontractors and residential properties.
- Respond to complaints, questions, and inquiries regarding municipal and other code violations, law or statute;
- Investigate types of violations, issue warning notices, notice of violations, stop work notices and/or citations to property owners for code violations and fire abatement; identify actions to correct violation(s) and applicable timeframes for compliance; work with property owners to bring property into compliance, follow-up to ensure compliance (e.g. writing letters, re-inspections, phone calls, meetings, etc), issue citations and/or abatement of nuisances.
- Schedule and perform mandatory inspections of all rental properties within the City.
- Plan and carry out systematic field visits of businesses, garage sales, vendors and peddlers to assure compliance with business license and permit regulations.
- Prepare oral and written reports along with photographs and work jointly with other departments, as directed, to investigate, regulate and enforce all relevant codes and coordinated code enforcement activities.
- Prepare lien notices to be recorded against the property for non-compliance of violations.
- Meet with citizens, building inspectors and other knowledgeable persons to identify properties, which are in violation of City ordinances.
- Effectively communicate with members of the public and provide public information on compliance with municipal rules and regulations.
- Maintain accurate records of field and office work
- Participate in conducting surveys and studies by gathering, compiling, tabulating and reporting data.

- Plan and recommend code enforcement strategies and procedures; assists in preparing forms, policies and other correspondence to educate the public and advise individuals on the City's code enforcement program.
- Assist in preparing cases for prosecution.
- Prepare or retrieve correspondence, documents, letters, memos, necessary to testify in front of Boards, Commissions and Courts.
- Periodically attend City Council, Planning Commission, and any other Subcommittee meetings to report on code enforcement matters.
- Perform related duties as required.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Methods and techniques of code enforcement.
- Applications of City municipal codes and regulations.
- General characteristics of zoning, health, safety, public nuisance and business license codes to ensure compliance with the codes and regulations enforceable by the City.
- Must have working knowledge of safety regulations pertaining to the work environment and equipment.
- Investigative techniques useful in inspecting residential, business, health, safety and welfare activities to ensure compliance with code and ordinance requirements, including the Vehicle Code.
- Simple research and statistical methods; modern office practices, procedures, equipment and telephone usage.
- Principles and procedures of administrative and legal proceedings.
- Various business enterprises and their methods of operations.
- Methods of public contact associated with compliance, collections, and investigative work.
- Also should be fluent in the oral and written use of the English language, including grammar, spelling and punctuation.
- Computer applications related to the work.

#### **Skill in:**

- Learning, understanding, and consistently applying complex laws, codes, regulations and ordinances, including city ordinances that pertain to code enforcement, as well as the principles, practices and methods of code violation investigation and enforcement.
- Researching, interpreting, and applying federal, state, and local laws and ordinances.

## Code Enforcement Officer

Page Three

- Interpreting and explaining codes, regulations and City ordinances with firmness, tact and impartiality to developers, engineers, architects, property owners, occupants and the public and applying this knowledge to specific work problems.
- Enforcing provisions of the Pinole Municipal Code in a polite yet firm approach.
- Using tact, initiative and independent judgment within established procedural and legal guidelines.
- Develop educational materials for the community regarding the role of Code Enforcement.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Communicating clearly and concisely, both orally and in writing.
- Preparing clear and concise reports, correspondence, citations and other written materials.
- Maintaining accurate records and files.
- Effectively collecting and evaluating financial records and other data.
- Learning geography of the City, including location and layout of streets.
- Following oral and written instructions, as well as coordinating multiple concurrent projects.
- Learning various software applications that relate to a personal computer.
- Working without immediate supervision.

### **Education and Experience:**

- A high school diploma or General Education Degree (GED) equivalent, supplemented by college level courses in public relations, planning, code or law enforcement, or a related field.
- Three years of responsible experience in public contact work, preferably in Code or Law Enforcement.

### **License and Certification:**

- Must also possess a valid California Drivers License with a satisfactory driving record.
- Must possess an Arrest Course 832 Penal Code Certificate or obtain within six months of hire date.
- Within 18 months of notification, employee will be required to obtain a CACEO certified Code Enforcement Officer certificate, with completion of CACEO Module 1, 2 and 3.

### **Working Conditions:**

Work is performed indoors and outdoors. Work requires frequent travel throughout the City by use of an automobile or truck, and may require some travel to sites out of the City. Must possess sufficient mobility to drive to and from sites, frequently get in and out of the vehicle, and walk to and around inspection sites and structures.

Work may be performed on uneven slopes, as well as slippery and unpaved surfaces. Working conditions may also include working in tight and confined spaces under cramped conditions or in unprotected heights or below ground level. May be exposed to uncooperative individuals and environments; electrical and mechanical equipment; weather, temperature and humidity variations; excessive loud noises; fumes, odors, dust, smoke, solvents, grease, oil, or gases; or moving machinery; hard hat required if warranted.

Some of the work is performed in an office setting requiring the ability to sit while using the telephone, conducting review and analysis of projects, plans, and specifications, answering questions, speaking, typing and phone calls. Also included may be some travel and attendance at meetings, including some that are conducted off-site and/or in the evening. Work hours may include alternative work schedules, irregular hours, weekends, evenings and holidays.

**Equipment, Methods & Guidelines:**

Uses Federal, State, and local municipal regulations, policies and procedures. Also included are record keeping, telephone, facsimile machine, personal computer and associated software, printer, calculator, copy machine, and various other resource materials.

**Physical Demands:**

The work emphasizes speech, hearing, and vision (including that color vision is necessary for accurately interpreting visual displays), as well as the ability to understand and carry out oral and written instruction. The work requires the ability to bend, squat, kneel, twist, turn and reach; these actions occur on a daily basis while performing inspections.

Must possess the ability to ascend, stand, and descend from ladders and be in small and cramped spaces while conducting daily duties. Also included is the ability to walk, sit, stand, stoop, reach, and climb frequently while performing inspections. Must have the mental capacity to effectively interact and communicate with others and make sound judgments in stressful situations.

Employees must possess the ability to lift and move objects weighing up to 35 pounds as necessary. May also be exposed to loud noise levels. Must be able to drive and ride in vehicles for extended periods of time.