

CITY OF EASTVALE



CODE ENFORCEMENT OFFICER (Full-time)

DEFINITION

Under general supervision, to plan, coordinate, and participate in the enforcement of a variety of State laws, County and municipal codes; and to perform related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from supervisory or management level staff.

ESSENTIAL FUNCTIONS

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

1. Ensures compliance with State laws, City and County land use, housing, zoning, abatement, and nuisance codes and ordinances.
2. Responds to complaints regarding zoning, sign, land use, and various other ordinance violations; prepares case files, including establishing legal owner, and verifying information necessary to conduct investigation and enforcement activity; documents and issues maintain case files and action files; attempts to gain voluntary compliance and issues notices of violations and citations as necessary.
3. Maintains records of inspections and enforcement efforts; prepares required declaration documentation for legal actions; testifies in court proceedings regarding code violations; performs follow-up actions as needed to ensure compliance; uses personal computer, mobile printer, laptop, and accesses centralized information systems to retrieve and enter data.
4. Contacts property and business owners and schedules and conducts on-site inspections; advises violators of ordinance requirements and seeks to gain voluntary compliance.
5. Takes photographs and necessary measurements and gathers all pertinent facts from the parties involved; issues notices of violation and, when necessary, citations.
6. Confers with related agencies and City departments on disposition of complaints and code violations; prepares detailed and specialized reports and correspondence related to code enforcement inspections, violations, and other activities.
7. Provides public with information regarding land use, zoning, building, and housing codes and regulations.

8. Assists with street sweeping citation enforcement, as required.
9. Provides excellent customer service with a pleasant and calm demeanor, and effectively handles confrontation with the public in occasional high stress situations.
10. Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.
11. Performs other related duties as assigned.

EXPERIENCE, TRAINING, AND LICENSE

A combination of experience and training that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:

Qualifications:

OPTION I: Four years of experience as a Code Enforcement Officer.

OPTION II : Graduation from an accredited college or university with a bachelor's degree and two years of experience performing inspection, investigative, abatement, land use, zoning, building, public safety, related code enforcement or administration of justice work.

OPTION III: Four years of experience performing inspection, investigative, abatement, land use, zoning, building, public safety, related code enforcement work.

License/Certificate: Possession of a valid Class "C" California driver's license and a satisfactory driving record.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

State laws, and City and County codes and ordinances governing land use, zoning, and related code provisions; techniques of investigation, including interviewing and fact finding, related to code and ordinance enforcement; planning, zoning, building inspection, and safety laws and concepts; case and action files; research techniques using technology; computer operation and software programs including word processing, spreadsheets, databases, and specialized programs used in code enforcement work; safe work methods and safety regulations.

Ability to:

Read, interpret, apply and explain related laws, ordinances, rules, regulations, policies and procedures; conduct investigations into code violations; prepare case and action files; read and interpret maps, plans, and legal descriptions; operate a video camera; communicate effectively both orally and in writing; research and prepare written reports and regulation language; deal constructively with conflict and develop effective resolutions; establish and maintain cooperative working relationships; provide excellent customer service; skillfully and safely operate a motor vehicle when required in the course of performing work duties.

SPECIAL REQUIREMENTS

Designation as a Certified Code Enforcement Officer (CCEO) is required.

Completion of P.O.S.T. approved P.C. 832 is preferred.

Ability to work weekends, evenings and attend special events as needed is required.

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 class, the employee is constantly required to sit and frequently stand, walk, talk and hear, both in person and by telephone; drive and operate a motor vehicle; use hands or fingers to handle, touch, or operate standard office equipment; and reach with hands and arms. The employee occasionally reaches for items above or below desk level, and lifts and carries records and documents, typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee may be required to deal constructively with conflict and in developing effective resolutions.

WORKING CONDITIONS

Generally clean work environment with regular exposure to conditions such as rain, heat and strong winds, and limited exposure to dust, fumes, odors or noise. Travel throughout the City is required.

FLSA STATUS

This is a non-exempt classification.