

CODE ENFORCEMENT OFFICER

DEFINITION

Under general supervision, performs a variety of technical duties in support of the City's local code enforcement program; monitors and enforces applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, business license and other matters of public concern; and serves as a resource and provides information on City regulations to property owners, residents, businesses, the general public, and other City departments.

DISTINGUISHING CHARACTERISTICS:

This is the journey level classification and is responsible for exercising considerable initiative and independent judgment in the investigation and resolution of potentially complex code violation cases including coordination with multiple departments and outside agencies, administrative hearings, and judicial proceedings.

ESSENTIAL DUTIES:

The following duties are considered essential for this job classification:

- Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of City zoning and related municipal codes and ordinances; interview complainant and witnesses; conduct investigations and provide recommendations for resolution.
- Patrols assigned area in a City vehicle to identify and evaluate problem areas and/or ordinance violations; determine proper method to resolve violations.
- Conducts business license inspections and investigations.
- Receive reports of graffiti; patrol the City, record the location of graffiti, and inform the appropriate staff
- Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed information regarding enforcement activity to substantiate violations; draw diagrams and illustrations and take photographs.
- Works with all departments in the City regarding violations of the municipal code.
- Drafts letters and performs follow-up investigations to ensure that remedial action has been taken.
- Performs related duties as assigned.

TYPICAL 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:

- Accepted safety standards, principals of property maintenance and methods and procedures of investigations, interviewing, and report writing.
- Safe and efficient work practices related to inspections and enforcement duties.
- Pertinent codes, ordinances, laws, and regulations pertaining to zoning, and nuisance abatement.
- Effective public relations practices.

### Training and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way of gaining such knowledge and abilities would be:

Training: Equivalent to completion of the twelfth grade supplemented by specialized training and/or college level coursework in a discipline related to the essential functions of this classification.

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

### Working Conditions/Physical Demands

The conditions herein are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. The nature of the work requires the individual to work with potentially uncooperative and hostile individuals. While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel, and talk or hear. The employee frequently is required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee is frequently required to sit. The employee must frequently lift and/or move weight up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee is regularly exposed to outdoors weather conditions and regularly works in inside environmental conditions. The employee occasionally works with use of vehicle. The noise level in the work environment is usually moderate.