

CLASS SPECIFICATION
CODE ENFORCEMENT OFFICER

JOB PURPOSE

Under general supervision to perform the following services: Zoning Ordinance enforcement, Building Code enforcement, and business license enforcement.

EXAMPLES OF DUTIES

Essential Duties:

- ~ Enforces various provisions of the City Municipal Code;
- ~ Seeks compliance, issues warnings and assists in providing information for citations relating to code enforcement;
- ~ Prepares written reports on violations of the City's zoning, building and business license codes;
- ~ Provides detailed investigations on activities which are in violation of the City's Municipal Codes;
- ~ Meets with members of the public to describe code enforcement programs;
- ~ Contacts violators of ordinances to seek compliance with regulations;
- ~ Testifies in court if necessary as a result of code enforcement investigations;
- ~ Issues citations to violators of the Municipal Code;
- ~ Enforces the City's DUI cost recovery program.

Marginal Duties:

- ~ Perform related work as required.

EMPLOYMENT STANDARDS

Education, Experience and Licenses: Any combination equivalent to completion of high school; at least two years experience performing investigations and administering investigations; valid California driver's license with a good driving record.

Ability to: interpret regulations regarding zoning, building and the Municipal Code; deal with the public in a calm and reasonable manner; use good judgment and discretion and prepare written and oral reports promptly and accurately.

Knowledge of: the basis elements of Planning and Zoning administration and the use of related ordinances; knowledge of general building construction methods; knowledge of legal enforcement procedures and evidence collection.