

**COMMUNITY CODE ENFORCEMENT SPECIALIST**

**DEFINITION**

To perform a variety of field and office tasks to secure understanding of and compliance with City codes and ordinances; and to perform related duties and responsibilities as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Chief of Police.

**EXAMPLES OF ESSENTIAL FUNCTIONS** - *Essential functions may include, but are not limited to, the following:*

Inspects parcels of land, structures, vehicles and stored materials for compliance with applicable planning, zoning and other codes and laws.

Plans and carries out systematic field visits of businesses, vendors, etc., to ensure compliance with business license and permit regulations.

Investigates code, license and fee violations and issues appropriate warnings and citations; follows up on cases to ensure compliance.

Assists in preparing cases for prosecution as necessary; represents City in court on infraction violations.

Maintains accurate records of field and office work; prepares detailed reports as required.

Coordinates code enforcement activities with other divisions, departments and agencies as appropriate.

Researches, interprets and explains City code requirements and compliance procedures to business owners, property owners, contractors, engineers and others as necessary.

Evaluates existing City codes and ordinances; makes recommendations for revision as appropriate.

Receives and responds to inquiries, requests for assistance, concerns and complaints from the public and other City departments regarding code enforcement issues.

Keeps abreast of new developments in municipal code enforcement.

Coordinates or participates in special projects and programs as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Pertinent City codes, ordinances and regulations.

Modern principles, practices and techniques of code inspection, investigation and enforcement operations.

Research methods and sources of information related to municipal code enforcement.

Various business enterprises and their methods of operation.

Modern office practices and technology, including the use of computers for word processing.

Methods of business letter writing and report preparation.

Basic business arithmetic.

English usage, spelling, grammar and punctuation.

Safe work practices.

Public / community relations techniques.

### **Ability to:**

Learn, understand, interpret and enforce City codes, ordinances and regulations.

Plan, schedule and carry out work with minimal supervision.

Evaluate and make recommendations to improve the effectiveness of code enforcement operations.

Apply knowledge of codes and follow proper techniques to inspect properties and structures for code compliance.

Collect and evaluate pertinent records and data to determine compliance and/or prosecute cases.

Perform required mathematical computations with accuracy.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**Experience:**

Two years of experience in code enforcement, law enforcement or a closely related field, preferably in a local government jurisdiction.

**Education:**

High school diploma or GED equivalent. College-level course work in enforcement, inspection, planning or related field is desirable.

**Additional Requirements:**

Possession of a valid California driver's license.

Possession of a PC832 certificate.

**TYPICAL WORKING CONDITIONS**

Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic and construction hazards, electrical currents, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, heights, fumes, dusts, odors, toxic or caustic chemicals, vibration.

**TYPICAL PHYSICAL REQUIREMENTS**

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; lift and/or move objects weighing up to 50 pounds; use hands to finger, handle, feel or operate objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment and various tools. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**