



## JOB DESCRIPTION

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### **CODE COMPLIANCE OFFICER II**

**Exempt  
Salary Range (30) \$4421.43 - \$5380.69/mo  
Plus Full Benefits  
Apply by: March 1, 2013**

#### **DEFINITION**

Under general supervision, inspects, investigates, enforce and resolves complaints regarding the City's Municipal Code, zoning, signs, land use, ordinance violations, local and state laws, regulations and codes involving dangerous building, health and safety and public nuisances.

#### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Receives and responds to complaints or inquiries regarding public nuisances and zoning, sign and land use ordinance violations; explains code requirements and established policies and procedures; may develop alternative methods to achieve code compliance in accordance with established guidelines.
- Prepares case files requiring the establishment of legal owners, the verification of parcel addresses, and other information necessary to conduct investigation and enforcement action.
- Participates in the conduct of site visits; documents violations by securing photographs and recording other pertinent data; conducts property surveys and investigations (including weekend patrols) as directed.
- Prepares abatement letters, "Cease and Desist" notices, routine correspondence and reports; issues misdemeanor citations; assists in conducting follow-up procedures including the preparation of additional correspondence, site visits and communications with complainants, attorneys, and property owners involved in code violation cases.
- Investigates and enforces City ordinances regulating the parking of vehicles within the City limits, including recreational and commercial vehicles.
- Provides routine office assistance to the public and assists other department staff involved in related activities; provides information regarding division/office operations, activities and programs.
- Confers with related agencies, City Attorney and County departments on disposition of complaints and code violations; prepares detailed and specialized reports and correspondence related to code compliance inspections, violations, and other activities.
- Provides assistance as needed with animal service calls; may pick up stray/feral or deceased animals and transport to County Animal Shelter.
- Performs other duties as assigned.

#### **QUALIFICATIONS/GUIDELINES**

##### **Education and/or Experience**

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. Example combinations include three years of experience in municipal code enforcement,



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inspection or investigation; or two years of similar experience and additional specialized training in law enforcement, land use, building or business regulation or related fields.

### Knowledge, Skills and Abilities

Working knowledge of the organization and functions of the various agencies involved in planning, zoning and land use process; related federal and state laws, ordinances, health and safety rules and regulations relative to substandard housing and building code requirements. Ability to interpret and explain related federal and state laws, ordinances, rules and regulations; conduct research and compile data; work effectively in the absence of supervision; use correct English grammar, punctuation and spelling; communicate effectively both orally and in writing; composition of correspondence; use Windows7 Operating System ; interpret maps, plans and legal descriptions; deal constructively with conflict and develop effective resolutions; establish and maintain cooperative working relationships.

### SPECIAL REQUIREMENT

Possession of or ability to obtain an appropriate California driver's license and a satisfactory driving record. Completion of P.O.S.T approved P.C. 832 training C.A.C.E.O certification as a Code Enforcement Officer II is desirable.

### WORKING CONDITIONS

Incumbents must be able to perform tasks related to maintenance and construction work which may include lifting objects weighing up to 50 pounds; moderate exposure to dust, temperature, noise, and inclement weather; occasional exposure to hazardous work construction.

### ESSENTIAL ELEMENTS

#### Aptitudes

Eye/hand coordination, hearing/listening and smelling.

#### Physical Demands

Sitting, walking, standing, reaching, grasping, limited stooping, kneeling and climbing, lifting (up to 50 pounds), touching dexterity (hand and finger), carrying, manual dexterity, clear-seeing, close vision, color perception, clear speech - complex, driving vehicle, moving objects, hazards and fatigue.

#### Stress Factors

High pressure in assisting the public, staff and elected officials. Ability to interpret and explain actions to the public and City Council.

#### Work Environment

Considerable work with the public and staff; verbal contact, face-to-face and telephone. Works alone, with others and around others, inside, outside, extended days, confined areas, extreme heat/cold, temperature changes, wet and/or humid, noise, mechanical and electrical equipment, high places, fumes/odors and dirt/dust.

#### Mental Requirements

Reading complex, writing complex, analyzing, perception/comprehension and judgment.



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### Equipment

Computer, keyboard, telephones, hand-held radios, , calculator, lap-top computer, cellular phone, photocopiers, facsimile machines and various computer printers.

Updated: HR 2-14-13