



JOB DESCRIPTION

CODE COMPLIANCE OFFICER I

DEFINITION

Under general supervision, assists in the performance of duties involved in the receipt and investigation of complaints regarding City's Municipal Code, zoning, signs, land use, ordinance violations, and public nuisances; performs related duties as required.

CLASS CHARACTERISTICS

This is the entry level class in the series. Incumbents perform the less difficult and least complex investigations.

EXAMPLES OF DUTIES

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

1. Receives and responds to complaints or inquiries regarding zoning, sign, land use ordinance violations, and public nuisances; explains code requirements, established policies and procedures; may develop alternative methods to achieve code compliance in accordance with established guidelines.
2. Prepares case files requiring the establishment of legal owner, the verification of the parcel address, and other information necessary to conduct investigation and enforcement action.
3. Participates in the conduct of site visits; documents violations by securing photographs and recording other pertinent data; surveys and investigates on weekend patrol as directed.
4. Prepares abatement letters, notices, routine correspondence and reports; issues misdemeanor citations; assists in the conduct of follow-up procedures including the preparation of additional correspondence, site visits, communications with complainants, attorneys, and property owners involved in code violation cases.
5. Investigates and enforces the City's ordinance regulating the parking of vehicles within the City limits, including recreational and commercial vehicles.
6. Provides routine assistance to the public, and assists other department staff involved in related activity.

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 two years of experience in municipal enforcement, inspection or investigation, and two years of college courses in sociology, psychology, behavioral science or a related field.

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, rules and regulations. 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; compose correspondence; read and



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interpret maps, plans and legal descriptions; deal constructively with conflict and develop effective resolutions; establish and maintain cooperative working relationships. Skill in the operation of a variety of office programs including MICROSOFT WORD 2000 and/or WORDPERFECT 6.1 software required.

Special Requirement

Satisfactory driving record and possession of, or ability to obtain, a valid California Driver's License.

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

Ability to assist the public, staff and elected officials. Ability to interpret and explain actions to the public, staff 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, extreme heat/cold, temperature changes, wet and/or humid, noise, fumes/odors and dirt/dust.

Mental Requirements

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

Equipment

Computer, keyboard, telephones, hand-held radios, pagers, calculator, photocopiers, facsimile machines, typewriters and various computer printers.