CODE ENFORCEMENT OFFICER

DEFINITION
Under general supervision, enforces Municipal Code regulations including health & safety, sanitation, tax & business license, building & safety and housing codes and regulations.

ESSENTIAL FUNCTIONS
Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Enforces Municipal Code regulations including health & safety, sanitation, tax & business license, building & safety, and housing codes and regulations;
- Inspects commercial and residential properties for code violations;
- Writes and issues warning notices, parking citations and notices to appear in court for violations of regulations;
- Explains and interprets ordinances;
- Performs office and field follow-ups on notices/citations;
- Prepares criminal complaints for filing;
- Preparers and serves inspection warrants for property inspections.
- Responds to complaints and inquiries and patrols assigned areas;
- Assists in prosecuting cases involving violations and appears in court as a witness to give testimony;
- Communicates with traffic enforcement and other departments for the abatement of abandoned vehicles and other violations.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of local, state, and federal Housing, Zoning and Health & Safety Codes and regulations, methods, policies, and procedures for issuing notices and parking citations, and of documenting, reporting, and file management techniques;
- Skilled in interpreting ordinances and regulations, providing and following oral and written communications, and in establishing and maintaining productive working relationships;
- Ability to accurately inspect properties and identify violations, to use effective conflict management methods perform essential duties with minimum supervision;
- Proficient in the use of a personal computer, electronic devices to include MS Word, Excel, Outlook and other industry related software.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in indoor and outdoor environments. Work may require frequent standing, walking and bending. Incumbents may be exposed to repetitive motion, vision to monitor, extreme temperatures and weather, moving traffic, unsafe building and construction sites, hazardous chemicals and airborne exhaust and fumes.

QUALIFICATIONS
A high school diploma or equivalent, AND two (2) years experience enforcing municipal or zoning codes and performing field inspections and documenting findings results. Must possess at the time of application and maintain a valid California Driver’s License.