



## **CODE ENFORCEMENT OFFICER**

FLSA Status: Non-Exempt

Salary: \$4,203 – \$5,109 per month

Bargaining Unit: CLOCEA

### **DEFINITION:**

Under general supervision, performs a variety of duties in support of the City's code enforcement program, including the investigation, inspection, and enforcement of municipal codes and ordinances. Responsibilities include responding to complaints related to property maintenance, zoning, signage, housing, public nuisances, and other code violations; promoting voluntary compliance; issuing citations; and initiating abatement actions. The position requires discretion, independent judgment, and tact in frequent interactions with the public, City staff, and outside agencies.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives general supervision from the Public Works Director. Exercises no direct supervision over staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(Illustrative only; including but not limited to)

- Patrols and inspects assigned areas to monitor for violations of City codes, ordinances, and regulations.
- Receives, investigates, and documents complaints regarding municipal code violations.
- Conducts field inspections of residential, commercial, and industrial properties; gathers evidence; interviews complainants, witnesses, and property owners; and compares findings to applicable codes.
- Prepares and issues notices of violation, warnings, citations, and correspondence.
- Coordinates code enforcement actions with City departments, legal counsel, and other agencies as necessary.
- Conducts follow-up inspections to ensure compliance; prepares cases for legal action and testifies at hearings or in court.
- Provides guidance and information to property owners, tenants, developers, businesses, and the public regarding municipal codes, ordinances, and compliance requirements.
- Maintains detailed records of inspections, complaints, violations, citations, and abatement actions.

- Prepares reports, memoranda, and statistical data related to code enforcement activities.
- Participates in public education and outreach regarding code compliance.
- Operates City vehicles, office equipment, and computer systems for inspections, reporting, and communication.
- Helps with removal of trash and other discarded items such as couches, shopping carts, and other undesirable items littering the City.
- Investigates complaints involving animals, including noise, bites, and public nuisance violations.
- Enforces City and State animal control regulations; issues warnings and citations for violations.
- Captures, transports, and impounds stray, abandoned, or dangerous animals in a safe and humane manner.
- Coordinates with animal shelters, veterinarians, and other agencies to ensure proper care, quarantine, or adoption of impounded animals.
- Responds to calls regarding injured or deceased animals; arranges for removal or care as appropriate.
- Provides information to the public regarding animal control ordinances, licensing requirements, and responsible pet ownership.
- Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

- High school diploma or GED required; college coursework in public administration, planning, law enforcement, or a related field desirable.
- Two (2) years of experience in municipal code, inspection, regulatory compliance, or related field; public-facing experience preferred.

#### **Knowledge of:**

- Municipal code, ordinances, zoning, property maintenance, and related regulations.
- Inspection, investigation, and enforcement methods and procedures.
- Legal documentation and evidentiary requirements for administrative and court proceedings.
- Effective public relations, customer service, and conflict resolution techniques.
- Modern office practices, recordkeeping, and computer applications.
- Occupational hazards and safety practices related to field inspections

#### **Ability to:**

- Interpret, apply, and explain City codes, ordinances, and regulations.
- Conduct inspections and investigations tactfully and effectively.

- Prepare accurate and detailed reports, correspondence, and legal documentation.
- Establish and maintain cooperative working relationships with staff, the public, and other agencies.
- Manage multiple inspections, complaints, and enforcement actions efficiently.
- Communicate effectively orally and in writing.

**Licenses and Certifications:**

- Possession of a valid California Class C Driver's License by time of appointment.
- Possession of or ability to obtain a PC832 Laws of Arrest Certificate within 3 months of appointment.
- Ability to work evenings and/or weekends as necessary.

**PHYSICAL DEMANDS:**

- Frequent walking, standing, bending, stooping, kneeling, climbing, and reaching during inspections.
- Lift, carry, push, or pull up to 40–50 pounds with proper equipment.
- Operate office equipment, computer systems, and City vehicles.

**WORK ENVIRONMENT:**

- Work is performed in both office and field settings with exposure to outdoor weather, uneven terrain, and potential hazards.
- Contact with upset or noncompliant individuals may occur.
- Exposure to moderate to high noise levels and environmental conditions including dust, fumes, and temperature extremes.
- Independent travel throughout the City is required.