

CITY OF HUGHSON
CODE ENFORCEMENT OFFICER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs residential, commercial and industrial site inspections and investigations to determine compliance with applicable federal, state and local codes, laws and regulations related to environmental codes, zoning, land use, health and safety, abandoned vehicles, blight, graffiti, and water waste; issues citations and notices of violation; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Code Enforcement Officer** is the journey level class in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents are responsible for performing the full range of inspection and code enforcement responsibilities involving codes and regulations in a broad range of areas, including zoning, building, fire, health and safety. The work requires independence and discretion in working with the public and in conducting field inspections, and involves a proactive implementation of applicable codes and regulations. This class is distinguished from the next higher classification of Director of Planning and Building in that the latter has overall responsibility for the Planning and Building Department and has supervisory duties.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Director of Planning and Building. Incumbents in this class do not routinely provide supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs residential, commercial, industrial and site inspections; patrols the area looking for violations; receives complaints and determines existence and type of code violation; compiles, analyzes and evaluates findings of investigations and inspections; coordinates with property owners or their representatives and other regulatory agencies to take corrective action; verifies parcel address and other information necessary to conduct investigation and enforcement actions; performs follow-up inspections and investigation as required; ensures compliance with all applicable municipal codes and regulations; issues administrative citations for non-compliance.
- Interprets, applies and explains applicable municipal codes, zoning ordinances, building codes, vehicle codes, state housing, health and safety codes, relocation regulations, and other related laws, codes and regulations; advises property owners on the requirements for compliance; explains processes and procedures for obtaining compliance or appropriate permits.
- Maintains clear, concise and comprehensive records and reports related to enforcement activities; maintains an inspection log; composes and types correspondence, reports, forms and specialized

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documents, including abatement letters; prepares notices of violation and orders.

- Photographs violations; gathers evidence and prepares cases for court proceedings; produces photographs and records of violations for evidence; represents the City in court regarding non-compliance if required.
- Develops and implements public information and education programs to inform the public of code enforcement programs.
- Responds to questions and concerns from the public, departmental staff and other agencies; provides information as appropriate and resolves service issues and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when making inspection, reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. Incumbents may frequently deal with irate members of the public. The nature of the work also requires the incumbent to drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Code Enforcement Officer**. A typical way of obtaining the required qualifications is to possess the equivalent of one year of relevant experience that includes heavy public contact and the performance of code enforcement activities, and a high school diploma or equivalent.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license. Possession of a Code Enforcement Officer Certification issued by the California Code Association of Code Enforcement. Possession of a P.C. 832 is highly desirable.

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KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Principles, practices and methods used in the enforcement of a variety of codes and regulations; methods and techniques used in enforcement and investigation; planning, zoning, building inspection, and safety laws and concepts; rules of evidence and court procedures; conflict resolution; CLETS Terminal for DMV registration records; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Inspect and analyze a variety of buildings and properties to identify code violations; appropriately apply codes and regulations to varying situations; effectively deal with angry and non-cooperative people; read and interpret maps, sketches, drawings, specifications, legal descriptions and technical manuals; perform mathematical calculations quickly and accurately; learn more complex principles, practices, techniques and regulations pertaining to assigned duties; facilitate appropriate corrective action from property owners regarding violations; implement, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications.