



Job Title: **Code Enforcement Officer I and II**
Department: Community Development
Date: May 1, 2021
 Non-Exempt
FLSA Exemption: N/A
Job Reports To: Code Supervisor
Pay Grade: 11 and 13 Respectively
 Full Time

Job Description

Summary/Objective

Under general supervision of the Code Enforcement Supervisor, enforces City ordinances and State laws governing zoning, land use, onsite and offsite construction; receives and investigates complaints regarding zoning and certain municipal code violations; initiates enforcement action and issues citations; notices of violations and performs other duties as assigned.

Essential Job Functions *The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:*

1. Receives complaints regarding zoning, sign, municipal code, and land use ordinance violations; prepares case files, including the establishment of legal owner, the verification of the parcel address, and other information necessary to conduct investigation and enforcement action; conducts site visits or confers with City personnel regarding violations; documents violations by securing photographs and other pertinent data; ensures that accurate case files are maintained; issues citations for infractions and misdemeanors and notices of violation.
2. Determines alternative methods to achieve code compliance involving applications of related laws, ordinances, and regulations; consults with City Attorney, City staff, property owners, Police and Fire Department.
3. Prepares abatement letters; conducts follow-up procedures including the preparation of additional correspondence, site visits, and communications with complaints, attorneys, and property owners involving in code violation cases.
4. Investigates and enforces the City's ordinance regulating the storage and parking of inoperative vehicles on private property within City limits.
5. Inspects for home occupation permits by determining appropriate zoning, and inspection of residence and property for code compliance.
6. Proactively identify and investigate illegal activities, construction, etc. in violation of Municipal and Building Code requirements.
7. Provides assistance to the public and assists other City staff involved in regulated activities.

8. Establishes and maintains records of existing and new signage within City limits.
9. Assist in the development and implementation of goals, objectives, policies and priorities.
10. Writes permits, correction notices and related correspondence. Maintain records.
11. Inspect sites of citizen complaints and referrals. Observe violations and initiate enforcement.
12. Appear at conferences, meetings and appear in court as necessary.
13. Coordinate enforcement with other responsible agencies and departments.
14. Provide information on City and state laws.
15. Conduct research as necessary.
16. Drives a City vehicle throughout the City in completion of assigned duties.

Other Job Related Duties Performs related duties or responsibilities as assigned.

Distinguishing Characteristics:

Code Enforcement Officer I

The Code Enforcement Officer I is an entry level class which allows the incumbent to develop journey level knowledge and abilities. Incumbents of this class perform moderately complex work.

Code Enforcement Officer II

The Code Enforcement Officer II is a journey level class. Incumbents in this class perform highly complex work. Positions in this class are normally filled by advancement from the lower class of Code Enforcement Officer I, or, when filled from the outside, requires prior code enforcement work experience. Appointment to the higher class requires that the employee be performing substantially the full range of duties for the class and meet the qualification standards for the class. Work in this class is distinguished from that of the Code Enforcement Officer I by the greater complexity of the assignments received and by the greater independence with which an incumbent is expected to perform. Incumbents may be required to work approved Alternative Work Schedules, including weekends and after-hours when supervision is not generally available. Incumbents must have the ability to work independently and be responsive without direct supervision.

Conformance Statement

In the performance of respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, residents, suppliers and elected officials.
- Work cooperatively and effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

- Maintain the highest level of ethical behavior in all matters.

Competencies

1. Ethical Conduct.
2. Time Management.
3. Organization Skills.
4. Financial Management.
5. Project Management.
6. Personal Effectiveness/Credibility.

Qualification Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Code Enforcement Officer I:

Education

Graduation from High School or equivalency.

Experience

Minimum of one (1) years of full-time experience in municipal codes/ordinances enforcement and inspection. Completion of an Associate Degree or higher, or completion 60 semester units at a four-year college or university may be substituted for 1-year of experience.

Licenses and Certificates:

Completion of P.C. 832, Arrest, Search and Seizure within 6-months of employment.

Desirable

Experience in building construction, public works construction, or a closely related field involving public contact and complaints.

California Association of Code Enforcement Officers (CACEO) Certified Code Enforcement Officer (CCEO) Certification

Code Enforcement Officer II:

Education

Graduation from High School or equivalency.

Experience

Minimum of three (3) years of full-time experience in municipal codes/ordinances enforcement and inspection in building construction, public works construction, or a closely related field involving public contact and complaints. Completion of an Associate Degree or higher, or completion 60 semester units at a four-year college or university may be substituted for 1-year of experience.

Licenses and Certificates:

Completion of P.C. 832, Arrest, Search and Seizure at time of consideration for the position.

Desirable

California Association of Code Enforcement Officers (CACEO) Certified Code Enforcement Officer (CCEO) Certification

Condition of Employment

Must possess and maintain a valid California Driver's License and maintain a clean driving record for insurability through the City of San Jacinto. Failure to maintain license/insurability will result in disciplinary procedures including suspension without pay, demotion, and/or termination without Administrative or Judicial appeal.

Knowledge, Skills & Abilities

Knowledge of:

- Planning, zoning, building inspection, and safety laws and concepts. Knowledge of City of San Jacinto municipal codes.
- Principles and practices of municipal zoning, use regulations, housing and building codes, public works standards and specifications.

Ability to:

- Read, interpret, apply and explain related laws, ordinances, rules, regulations, policies and procedures; conduct investigations into code

violations; read and interpret maps, plans, and legal descriptions; operate video camera and related equipment; communicate effectively both orally and in writing; research and prepare written reports; deal constructively with conflict and implement effective resolutions.

- Carry out departmental interpretation of code.
- Write logical, well-organized, factual reports.
- Compose a variety of correspondence.
- Work cooperatively with the public to resolve code violations.
- Communicate orally in a clear and concise manner.
- Recognize code violations while in the field.
- Read and interpret plans and specifications.
- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations of plans, regulations and standard construction practices, and to ensure safe and weathertight buildings.

Code Enforcement Officer II Additional knowledge of:

- Investigative and persuasive techniques, effective public contact skills, basic computer operation and report writing skills.
- P.C. 832 rules of evidence and related procedures.
- Land use, zoning, health and safety and related codes and ordinances.
- Techniques of investigation, including right-of-entry, interviewing and fact finding.
- English grammar and methods of report writing.
- Basic map reading and related legal descriptions of real property.

Code Enforcement Officer II Additional Ability to:

- Explain San Jacinto Municipal Code regulations as assigned.
- Fully understand the purpose of land use/zoning, health and safety and other related regulations.
- Analyze and compile moderately technical information related to City land use ordinances.
- Maintain computer and paper records and prepare reports.
- Communicate clearly both orally and in writing.
- Establish and maintain cooperative work relationships with the public and fellow employees.
- Interpret applicable City codes and ordinances.
- Analyze and compile technical information on code violations and investigations.
- Handle misdemeanor complaint procedures.

- Conduct effective investigations.
- Deal tactfully with the public in seeking compliance with applicable codes.
- Research, extract and retrieve appropriate data from other departments and outside agencies.

Work Authorization/Security Clearance

Must complete post-offer/pre-employment Department of Justice finger printing and background screening. Work authorization as required by the U.S. Citizenship and Immigration Services is mandatory within three business days of hire.

Disaster Service Worker Requirements

Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.

Pre-Employment

All employment offers are contingent upon successful completion of a pre-employment physical exam, a criminal background investigation, which includes finger printing and a pre-employment physical and drug/alcohol test.

Working Conditions, Mental and Physical Demands

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

Work Environment

Must possess mobility to work in both standard office work site and fieldwork involving inspection or investigations of diverse facilities in a range of safe to hazardous situations. Ability to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen, hearing and speech to communicate in person, before groups, and over the telephone. Physical agility and stamina are job requisites. Must be able to lift, carry and move equipment and objects of varying size and weights up to 40 pounds.

While working in the field, frequently works in extreme outside weather conditions, in or near road traffic; near moving mechanical parts and in high places. The employee is frequently exposed to wet and/or humid conditions. The noise level is frequently loud.

Includes work in an office environment and use standard office equipment, including a computer. with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Indoor office environment; the employee is frequently required to sit, stand, walk, use hands and fingers, and reach with hands and arms. Noise and temperatures are moderate and fumes are not generally present.

Physical Demands

Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift books and files from shoulder-level and above, carry, push, and pull materials and objects weighing up to 40 pounds.

Visual acuity to perform routine filing of documents is required; and use of a computer keyboard and software. Employee is regularly required to see, talk, and hear.

Essential Mental Functions

Regular use of written and oral communication skills, read and interpret data, analyze and solve problems; observe and interpret situations; interact with City staff.

Be able to make quick decisions, provide guidance and direction to others, problem solve, read, write, and speak publicly. Essential to be able to read, organize, process and interpret data, and be able to add, subtract, multiply and divide.

Supervisory Responsibility

Position has no supervisory responsibilities; does work independently while in the field.

Expected Hours of Work/Work Schedule

Code Enforcement Officer I

Monday – Thursday 7:00 AM – 5:30 PM (4x10 work week) with a 30-minute lunch break. Alternatively, 7:00 AM – 6:00 PM (4x10 work week) with a 60-minute lunch break. Occasional evening and weekend work may be required as job duties demand.

Code Enforcement Officer II

When hired for weekday coverage - Monday – Thursday 7:00 AM – 5:30 PM (4x10 work week) with a 30-minute lunch break. Alternatively, 7:00 AM – 6:00 PM (4x10

work week) with a 60-minute lunch break. Occasional evening and weekend work may be required as job duties demand.

When hired for weekend coverage – Saturday – Tuesday with occasional changes to include Friday coverage 7:00 AM – 5:30 PM (4 X 10 work week) with a 30-minute lunch break. Alternatively, 7:00 AM – 6:00 PM (4x10 work week) with a 60-minute lunch break. Occasional evening and weekday work may be required as job duties demand.

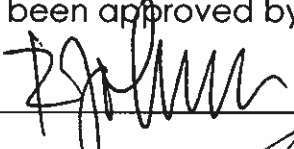
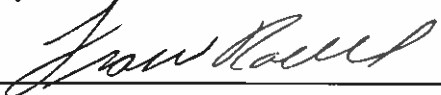
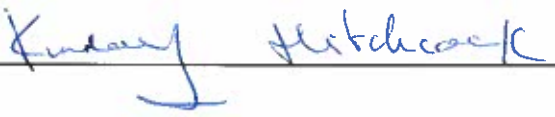
Travel

Regular, local travel is expected for this position. In addition, out of town travel for conferences, workshops, and various training opportunities is likely.

Disclaimers and Approval

The disclaimer informs the employee that the job description is not a contract between the employee and the employer, that the employer may change the job description or that the employer may request the employee to perform additional duties.

This job description has been approved by all levels of management:

City Manager  Date 6/21/2021
Community Development Director  Date 6/17/21
HR  Date 6/17/21

Disclaimers and Approval

This job description is not a contract between the employee and the employer. The employer may change the job description at any time and the employer may request the employee to perform additional duties.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____