


<b>JOB DESCRIPTION</b>	
City of Patterson  Human Resources	<b>CODE ENFORCEMENT OFFICER I</b>

### **JOB SUMMARY**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under close to general supervision from the Director of Community Development, the Code Enforcement Officer I assists with responsible office work and field inspections related to the investigation and enforcement of City codes, ordinances and abatement regulations, while learning City codes, ordinances, policies and procedures and specific methods for performance of the full range of code enforcement duties; receives and responds to complaints, investigates premises for land use, sign, municipal/building code violations, abandoned vehicle abatement, graffiti abatement and other municipal code violations; issues notices of violation and/or administrative notices of non-compliance as appropriate; establishes and maintains records and files of complaints received, investigations and enforcement activities conducted; confers with other departments as required; and performs related work as required and/or assigned.

The **Code Enforcement Officer I** is the entry level classification in the Code Enforcement job series. Initially, under close supervision the incumbent performs more routine enforcement and inspection duties while learning City policies, procedures and specific methods for performance of the full range of code enforcement work.

This classification is distinguished from the Code Enforcement Officer II in that the latter is the journey level classification that is fully competent to independently perform the full range of responsible and difficult residential, commercial, hotel and motel inspections and related code enforcement activities, exercises independent judgment and makes sound recommendations.

The Code Enforcement Officer I is flexibly staffed with the Code Enforcement Officer II classification. Upon recommendation of the Department manager, positions in this class advance to the level II classification after gaining the required experience, developing the proficiency to independently perform the full range of job duties and consistent exemplary job performance ratings.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives close to general supervision from the Director of Community Development and lead direction from the Senior Code Enforcement Officer.

Does not routinely exercise supervision of others.

## ESSENTIAL DUTIES

*Typical essential duties may include, but are not limited to, the following:*

Receives, investigates, and responds to complaints of possible violations of local and state laws, ordinances, or codes (i.e. neighborhood blight, zoning, water waste, signs, etc.).

Conducts field inspections to ensure compliance with appropriate codes, ordinances and regulations.

Prepares reports of conditions for referral to proper authorities and prepares notices of violations, follow-up legal advertisements, and other similar notices.

Interviews property and business owners, residents, and members of the public concerning violations and other code enforcement matters.

Analyzes, evaluates, and interprets all City codes; explains enforcement procedures to the public and provides information on land use and sign related ordinances.

Develops and implements public information and education programs to inform citizens of the municipal codes and ordinances that the Division enforces.

Assists individuals with the completion of forms, applications and sign permits.

Issues citations, as appropriate, for violations of the Municipal Code.

Monitors compliance activities and conducts follow-up and final inspections; prepares required notices and correspondence relative to non-compliance as required.

Prepares and manages a caseload including maintenance of accurate case files of related correspondence, memos and written reports.

Refers graffiti abatement issues to the Graffiti Abatement Specialist for investigation, documentation and eradication of graffiti.

Inputs daily inspection logs and generates compliance letters to property owners as appropriate; establishes and maintains a variety of work-related records and files.

Confers with other agencies and City departments on the disposition of a variety of complaints and code violations.

Operates assigned vehicle skillfully and safely, observing safe driving practices.

May assist or represent the City in public meetings, City Council meetings, neighborhood forums and necessary court appearances or administrative hearings.

May assist the Director by performing a variety of administrative and office support duties.

Performs related duties as required and/or assigned.

## KNOWLEDGE, SKILLS, AND ABILITIES

**Knowledge of:** Procedures and techniques for dealing with the public in a tactful but firm manner; methods for establishing and maintaining effective working relations with the public, sometimes in adverse conditions; principles, practices, methods and techniques of code enforcement; applicable state and local codes, ordinances, regulations, policies and procedures related to the work of the code enforcement Division; principles and methods of investigation used in the field of code enforcement, including field investigations and research techniques; modern office procedures including procedures for effective operation of a personal computer and applicable software applications; proper English usage, grammar and punctuation; regulations and requirements for court evidence documentation; basic techniques of report writing and presentation; safe and efficient work practices related to code enforcement activities; communication, negotiation and behavioral techniques used to foster cooperation and compliance with code and program requirements.

**Ability to:** Make sound decisions, exercise independent judgment and initiative without close supervision; work effectively and efficiently under stressful situations, simultaneously handling multiple priorities; investigate zoning, code and other complaints in a timely and tactful manner; inspect and identify violations of applicable City codes and ordinances and enforce legal requirements; interpret, apply and explain applicable codes, ordinance and regulations; communicate clearly and concisely, both orally and in writing; deal courteously, but firmly and communicate effectively to resolve conflicts; prepare accurate and detailed documentation of inspections and other related documentation; prepare clear and concise reports and presentations; establish and maintain organized and accurate records of inspections and code enforcement files; read maps and learn the City's geography; and establish positive working relationship with those contacted in the course of work.

## NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

## EXPERIENCE and CERTIFICATIONS

Any combination of education, training and experience that would likely provide the required knowledge, skills, and abilities: Normally this would include:

**Education:** Must have a High School Diploma or GED equivalent. Supplemental coursework or training on citation issuance procedures is preferred.

**Experience:** One (1) year of progressively responsible experience in enforcement of administrative rules and regulations that includes case management, field investigations and substantial public contact requiring persuasive communication skills.

**License or Certificate:** Possession of a valid California Class C California driver's license. Maintaining a valid California driver's license is a requirement of ongoing employment.

Ability to obtain CACEO I certification within one year of hire date.

## **MENTAL AND PHYSICAL REQUIREMENTS**

**Mental Requirements:** The mental demands described here are representative of those that must be met to successfully perform the essential functions of this job: While performing the duties of this job, the employee work effectively and efficiently occasionally under stressful situations; use tact and diplomacy to establish and maintain effective working relations with the public, often under adverse conditions.

**Physical Requirements:** Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; walk on uneven terrain, loose soil, and sloped surfaces; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; to operate equipment and vehicles; to see in the normal visual range with or without correction; to hear in the normal audio range with or without correction; and to verbally communicate to exchange information.

**Environmental Conditions:** Work is performed primarily outdoors with travel to various locations within the City of Patterson. Often works in and around building and construction sites; exposure to inclement weather conditions, noise and dust. When not in the field, work is performed in a standard office environment

**FLSA Status:** Non-Exempt

**Revised:** April 2018

**Revised:** August 2022