

PART-TIME CODE ENFORCEMENT OFFICER

*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.*

DEFINITION

To perform a variety of routine technical duties in support of the City's code enforcement program; to ensure compliance with zoning codes, ordinances and regulations; and to perform a variety of duties relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Code Enforcement Officer series. This class is distinguished from the Senior Code Enforcement Officer by the performance of the more routine tasks and duties assigned to positions within the series. Since this class is typically an entry level class, employees may have only limited or no directly related work experience.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from a Code Enforcement Supervisor.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

1. Performs routine duties in support of the City's code enforcement program; investigates attractive nuisances; prepares related research and reports; notifies property owners as needed; attends court proceedings and provides testimony; deals with illegal vendors selling merchandise in the public right of way without a business license or permit.
2. Inspects property for abandoned or inoperative vehicles; issues notices for vehicle abatement; oversees abatement and removal of vehicles; issues parking citations.
3. Inspects single family homes, apartment buildings, businesses and vacant lots; ensures compliance with applicable zoning and nuisance codes, ordinances and abatement regulations; performs follow-up inspections as necessary; conducts abatements.
4. Performs routine inspections of properties and improvements to determine compliance with zoning, property maintenance, building or health and safety requirements; issues notices of violation, notices to vacate and utility disconnect letters.
5. Maintains records and reports of inspections and surveillance activities.
6. Operates computer to process and acquire data relative to inspection sites and effective code enforcement.
7. Serves as a resource to other City departments regarding zoning and other code requirements.
8. Responds to and resolves citizen inquiries and complaints.
9. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Basic methods and techniques of field inspections and investigations.
- Operations, services and activities of a code enforcement program.
- Methods and techniques of municipal code investigations.
- Applicable laws, ordinance and codes.
- Principles of letter writing and basic report preparation.
- General methods used in building and related structures.
- Principles and procedures of recordkeeping.
- Appropriate safety, hazardous materials and fire prevention techniques and requirements.
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Learn to conduct routine municipal code investigations.
- Learn to interpret and enforce applicable Federal, State and local policies, laws and regulations related to zoning and nuisance issues.
- Respond to requests and inquires from the general public.
- Learn to prepare clear and concise technical reports.
- Communicate clearly and concisely, both orally and in writing.
- Operate office equipment including computers and supporting word processing and spreadsheet applications.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training 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:

Experience:

One year code enforcement experience.

Training:

High School Diploma or equivalent.

Licenses and Certifications

All Assignments:

- Possession of a State of California driver's license and the ability to maintain insurability under the City's vehicle insurance program.
- PC 832 Certification within six months of hire.

CITY OF RIALTO
PT Code Enforcement Officer
(Continued)

Environmental Conditions:

The work environment characteristics described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions with exposure to computer screens, and the noise level is usually quiet. However, up to 25% of the work may be in the field and work sites where the employee may be exposed to noise, dust, grease, smoke, fumes, and traffic; and work in inclement weather conditions including heat, cold, and rain.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time. The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk, and stand; talk and hear; use hands to finger, handle, feel, or operate objects, tools, or controls; reach with hands and arms; perform repetitive movements of hands or wrists; climb or balance on ladders or stairs; stoop, kneel, and bend at the waist; crouch or crawl; and smell. The employee is frequently required to lift up to 25 pounds unaided.

Specific vision abilities required for this job include close vision, distance vision, use of both eyes, depth perception, color vision, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information, and documents; analyzes and solves problems; uses math, and mathematical reasoning; observes and interprets people, and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions, and multiple concurrent tasks; and interacts with others encountered in the course of work.