

## COMMUNITY COMPLIANCE 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**

Under immediate supervision, to perform a variety of routine technical duties in support of the City's code compliance program; to ensure compliance with zoning codes, ordinances and regulations; to resolve complaints; to perform routine administrative assignments; and to perform a variety of duties relative to assigned area of responsibility.

### **DISTINGUISHING CHARACTERISTICS**

This is the entry level class in the Community Compliance 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 the Community Compliance Manager and receives technical and functional direction from a Senior Community Compliance Officer.

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

#### **Essential Functions:**

1. 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.
2. 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; conducts patrols for illegal signs and banners, unlawful solicitations, unlawful camping and waste disposal; confiscates and/or disposes of illegal products.
3. Performs routine duties in support of the City's community compliance 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.
4. Inspects property for abandoned or inoperative vehicles; issues notices for vehicle abatement; oversees abatement and removal of vehicles; issues parking citations.

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5. Serves as a resource to other City departments regarding zoning and other code requirements; assists in researching programs; writes and obtains warrants; files criminal complaints; appears in court and hearings to present testimony.
6. Maintains records and reports of inspections and surveillance activities.
7. Operates computer to process and acquire data relative to inspection sites and effective code enforcement; gathers evidence and documents for court proceedings; researches ownership information, and inputs data into the case management program.
8. Responds to and resolves citizen inquiries and complaints on various issues pertaining to properties within the City; determines alternative methods to achieve code compliance involving the application of related laws, ordinances, and regulations.
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 record keeping.
- 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 inquiries 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.

**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:*

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**Experience:**

One year of code enforcement experience or compliance experience or related field involving compliance activities such as planning, building, or law enforcement.

**Training:**

High School diploma or equivalent.

**License or Certificate**

Possession of a State of California driver's license, and the ability to maintain insurability under the City's vehicle insurance program.

Possession of a PC 832 certification issued by the Commission on Peace Officer Standards and Training (POST).

**WORKING CONDITIONS**

**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 both field and office conditions. In the office, there is exposure to computer screens, and the noise level is usually quiet. The position works regularly in the field where there will be exposure to noise, dust, grease, smoke, fumes, and traffic; and/or exposure to 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 and operating motorized vehicles. 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 occasionally 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.

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**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.

**CAREER PROGRESSION**

FROM: Community Compliance Officer

TO: Senior Community Compliance Officer

Revised 5/11/20