

CODE ENFORCEMENT OFFICER

Job Summary:

Under the direction of the Code Enforcement Supervisor, enforces provisions of the City's Municipal Code including, but not limited to, zoning laws and health and safety codes; performs inspections and searches, issues citations, notices, and orders and responds to related complaints and questions. The Code Enforcement Officer is the journey-level classification in the two-level job series. The Code Enforcement Officer performs difficult and complex code enforcement responsibilities, which require substantial knowledge of City municipal code regulations.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change, or rescind related duties and work assignments.)

1. Enforces municipal code regulations, including but not limited to, public peace, sanitation and health, taxes and licenses, streets, building and planning, and zoning ordinances.
2. Receives complaints concerning code enforcement from the public and other departments by telephone or correspondence; investigates complaints of public nuisances and code violations.
3. Performs field checks of contractors and subcontractors for proper licenses or permits; reviews building permit applications to determine that buildings, adjacent structures, and land usage are in conformity with health and safety regulations.
4. Writes citations for violations and performs office follow-up work on citations as required; prepares complaints for filing.
5. Assists in prosecuting cases involving municipal code violations and gives testimony in court; explains and interprets municipal ordinances and other regulations as needed; interfaces with community and governmental agencies as required.
6. Answers questions and provides information to the public concerning topics related to code enforcement.
7. Prepares and maintains a variety of files and prepares reports as required.
8. Serves on primary emergency response team in case of emergency or disaster in a position assigned by the City emergency plan.
9. Posts legal notices and delivers City Council agendas and other legal documents.
10. Perform security patrol of activities at municipal facilities and public meetings to coordinate duties with law enforcement agencies.
11. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience:

Graduation from high school or GED and two (2) years of full time, paid experience in public contact work with primary responsibility in enforcing regulatory codes, collections, credit, investigations, or inspection work and one (1) year of Code Enforcement Aide experience.