



Job Description

Title:	Code Enforcement/Water Conservation Officer		Created:	11/2015
Salary Level:	30		FLSA Status:	Non-Exempt
Supervisor:	Director of Public Services	Supervises:	None	
Job Family:	None	Bargaining Unit:	Miscellaneous Employees	

JOB SUMMARY:

Performs a variety of routine and complex work in the investigation and enforcement of potential violations of municipal and state laws, ordinances, codes and regulations including water usage, zoning, environmental codes, land use, health and safety, blight, graffiti and dangerous building codes. This position is performed on an alternate work schedule. Due to the nature of the duties performed, early morning and late night shifts are required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

General Responsibilities

- Meets with owners, tenants, businesses, etc. to review and explain code requirements and violations or potential violations; secures code compliance.
- Patrol city to locate and correct code violations.
- Represent the city in the course of assignment; maintain effective and cooperative relations with the public.
- Analyze, evaluate, and interpret all city codes; explain enforcement procedures to the public.
- Prepare a variety of written reports, memos, and correspondence related to code enforcement activities.
- Enter and maintain electronic records and data bases on code enforcement activities.
- Performs related duties as assigned.

Code Enforcement

- Responds to complaints of potential code violations relating to signage, abandoned and/or hazardous buildings, property nuisances, land use, zoning, noise, dumping, tree removal or clearing, grading, filling, polluting, property maintenance, or other code related matters.
- Conducts field investigations of potential violations; gathers evidence; questions or interrogates complainants, witnesses and suspects; compares facts to code requirements; makes findings; sets hearings; and issues warnings, correction notices, or citations.
- Follow through on the enforcement of conditions of approval and mitigation measures associated with discretionary permit issuance.
- Assists in obtaining, enhancing, preparing or presenting exhibits or other evidence in court as required.

Water Conservation

- Enforce City Water Conservation rules and regulations.
- Assist in public education of water conservation.
- Issue warnings and fine notices for water use violations.
- Conduct/attend training sessions for program implementation.

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QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to:

- Demonstrate tact and diplomacy with the public.
- Analyze complex situations, problems and data, and use sound judgement in decision-making.
- Learn applicable environmental laws and regulations.
- Establish and maintain cooperative relationships with those contacted during the course of work.
- Communicate effectively both orally and in writing.
- Effectively handle multiple competing priorities.
- Read maps and learn the city's geography.
- Work flexible hours including evenings and weekends.

Knowledge of:

- Safe and efficient work practices related to code enforcement activities.
- Some code enforcement principles, practices and methods as applicable to a municipal setting, working knowledge of applicable laws, standards and regulations relating to various land use, nuisance, property maintenance and public safety codes.
- Working knowledge of inspection techniques.
- Report writing and file maintenance.
- Principles of community relations.
- Office methods and equipment including filing systems and electronic database information systems.

Education and/or Experience:

Any qualifying combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

One year of experience dealing with an enforcement, inspection, investigation or customer service capacity. Experience including the enforcement of municipal codes is highly desirable. Equivalent to the completion of the 12th grade, ability to type at 35 wpm, and ability to use a personal computer and related applicable software.

Certificates, Licenses, Registrations:

Possession of, or the ability to, obtain a valid Class C California driver's license prior to employment.

Language Skills:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.

Mathematical Skills:

Ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

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Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here 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 the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit and walk. The employee regularly is required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to climb or balance and perform work which involves the frequent lifting, pushing and/or pulling of objects which may occasionally weigh up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in field and office settings. Considerable outdoor work is required in the inspection of various land uses and other matters. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals.