### **CODE ENFORCEMENT OFFICER - CRA**

### **DEFINITION**

Under general supervision, to conduct field inspections of property, structures, and installations to enforce municipal code, zoning, property maintenance, and other related ordinances and codes; to receive and make field investigations of complaints concerning suspected nuisances and violations of municipal code ordinances; to seek compliance with municipal code ordinances and other laws regulating property maintenance and land use; and to perform related work as required.

#### **EXAMPLES OF DUTIES**

Receives information and investigates complaints concerning municipal code violations on commercial, industrial, and residential properties, and insures compliance with zoning, nuisance, property maintenance, and other municipal ordinances; conducts field patrol and inspections to identify violations of municipal ordinances; does a variety of research to establish background for non-compliance; explains municipal ordinances to the public by telephone, letter and at the counter; advises the public on procedures for compliance with zoning, housing, land use regulations, and other municipal ordinances; works cooperatively with other departments on common enforcement problems and investigations; prepares case reports and special use permits; studies and keeps abreast of applicable ordinances, correspondence, and directives; performs a variety of abatement assignments; processes and checks permit applications for completeness; conducts business occupancy inspections for business licenses; coordinates the followup activities to correct code violations and public nuisances (including sending letters to property owners, discussion with residents and business owners concerning nuisances and correction of violations, follow-up inspections, issuance of citations, and works with City Prosecutor on court cases and with Planning Commission on abatement of public nuisances); appears in court to testify on violations; may be required to work a variable schedule to include some evenings and/or weekends.

#### **CODE ENFORCEMENT OFFICER - CRA**

#### SPECIAL REQUIREMENTS

Possession of an appropriate California driver's license.

#### **EMPLOYMENT STANDARDS**

## Knowledge of:

- Modern principles, practices, and techniques of code enforcement..
- Municipal and county codes relating to planning, zoning, building construction, health, business licensing, safety, and general welfare.
- Law enforcement procedures and administrative techniques related to code enforcement and preparation of cases for prosecution in Municipal Court.
- Inspection methods and techniques.
- Research methods and procedures.

#### and

# Ability to:

- Perform inspections and enforce municipal, building, housing, land use, zoning, and nuisance ordinances in a firm, consistent manner.
- Observe and record findings during investigations.
- Recognize problems and make effective recommendations for their correction.
- Maintain records.
- Prepare a variety of reports and presentations.
- Research, collect, and analyze information related to municipal ordinances.
- Interpret, explain, apply, and enforce a variety of laws, rules, and regulations, issues, and problems, or technical and legal materials, ordinances, and building codes.
- Effectively represents the code enforcement functions of the Department with concerned individuals, organizations, and other governmental agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

### **CODE ENFORCEMENT OFFICER - CRA**

# **EMPLOYMENT STANDARDS - (cont.)**

Training and Experience: Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Education: Graduation from high school or G.E.D., supplemented by courses in administration of justice, public administration, or closely related field is desirable.

Work Background: One year of experience performing field inspections, investigations, and related record keeping.

August 1992 January 2007 (Res. #07-09A)