



CODE COMPLIANCE OFFICER

Salary Range: G/156

DEFINITION

To perform office and field work involving the inspection, investigation, and compliance of the Town's Municipal Code and ordinances, and state and local regulations; manage the comprehensive compliance program to ensure efficient and effective enforcement of, and compliance with zoning, land use, and design standards.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Planning Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to:

- Develop and implement a code enforcement and public information program related to zoning, housing, signs and advertising, dangerous buildings, property maintenance, abandoned vehicles, air quality, trash, and weeds.
- Receive and respond to complaints regarding substandard dwellings or structures, zoning violations, debris, trash, unsanitary conditions, abandoned or inoperative vehicles, overgrown vegetation, and other zoning and municipal code violations.
- Investigate possible violations; photograph evidence; contact responsible persons and compose letters; issue notices of violation, infraction, and/or misdemeanor citations for non-compliance; perform follow-up investigations to ensure that remedial action has been taken; and develop and maintain accurate case files.
- Maintain contact with citizens regarding potential violations and preserve good relationships with the public.
- Prepare and maintain a variety of records and reports, prepare and present reports at public meetings, organize and attend public meetings.
- Read, interpret, and apply state laws, municipal codes, and ordinances, and other pertinent regulations.
- Conduct research of potentially non-compliant rentals; track TOT compliance and enforcement efforts.
- Drive Town vehicles as required.

- Work cooperatively with others.
- Perform related duties as assigned.

PERIPHERAL DUTIES

- Review development proposals and work with proponents to reach agreement on acceptable site plans, building plans, and uses of property.

QUALIFICATIONS

Knowledge of:

- Customer service best practices.
- Modern office practices, procedures, methods and equipment.
- Procedures involved in the investigation and enforcement of local and state codes and regulations.
- Applicable federal, state, and local codes and regulations.

Ability to:

- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Handle difficult situations with tact.
- Provide the highest level of customer service to both internal and external customers via email, phone, in writing, and in person.
- Develop and implement a comprehensive code enforcement program.
- Read and understand complex regulations, policies, and procedures.
- Interpret and apply administrative and departmental policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Compile and maintain complex and extensive records; prepare reports.
- Prepare and conduct presentations to groups of varying sizes.
- Perform duties with a significant degree of independence within established guidelines.
- Understand, learn, and utilize computer hardware/software in daily activities.

Experience and Training:

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:

Education:

Education equivalent to a high school diploma required. Supplemental course work in Code Compliance or other related field preferred. Advanced course work or a Bachelor's degree in construction or a related field (Planning, Engineering, Architecture, Community Development, Criminal Justice, etc.) is also desirable.

Experience:

Two years of experience performing duties involving heavy public contact. The performance of code enforcement or related activities involving the interpretation and explanation or enforcement of laws and regulations is desirable. Possession of a Bachelor's degree in a related field may be substituted for experience.

Licenses:

Possession of, or ability to obtain within one year of hire, a Penal Code 832 certification.

Must have (or receive within state required time frame) a valid State of California Class C Driver's License with an acceptable driving record and pass an appropriate background check prior to the hire date.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software, central financial computer system, telephone, 10-key calculator, phone, copy machine, fax machine, and postage machine.

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.

Vision adequate to operate vehicles and office equipment, read instructions and follow directions; hearing adequate to converse on the telephone and in person; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed. The physical demands described here are representative of those that must be met by an

employee to successfully perform the essential functions of the job. While performing the duties of this job the employee is frequently required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold and manipulate office equipment and talk and hear. The employee is occasionally required to carry up to 25 pounds. The employee may be required to stoop, crawl, crouch, balance or climb short distances. Specific vision ability required by this job includes close vision, color vision, peripheral vision, depth perception and ability to adjust focus with or without ocular aides. While performing the duties of this job, the employee occasionally works in outside weather conditions, which may include extreme cold, windy and other wintery conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or risk of electrical shock. Passing a pre-employment physical fitness exam is required for this position.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions.

WORK ENVIRONMENT

The work environment characteristics described herein 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.

The work environment is typical of an office setting with associated noise from office equipment, building HVAC, customers, and other employees. Position is required to drive in various conditions to check status of projects and inspections.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The Town reserves the right to revise or change classification duties and responsibilities as the need arises. The description does not constitute a written or implied contract of employment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.