


JOB DESCRIPTION

City of Waterford  Administrative Services	CODE ENFORCEMENT OFFICER	
	Salary Level:	Grade 15 - Part-Time/Hourly
	FSLA Status:	Non-Exempt
	Established/Revised:	August 2017

JOB SUMMARY

*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.*

Under general direction, the Code Enforcement Officer is responsible for compliance with sections of the Municipal Code, ordinances and resolutions in such areas as planning, zoning, community nuisance, property maintenance, housing, signs and related areas. The Code Enforcement Officer may also assist in housing rehabilitation activities; performs related work as required.

DISTINGUISHING CHARACTERISTICS

The position allocated to this class exercises a considerable degree of initiative, tact and mature judgment in performance of a variety of administrative and technical duties under the direction of the Administrative Services Director and City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Administrative Services Director and technical direction from the City Manager or assigned management staff. Incumbents in this class do not routinely exercise supervision.

ESSENTIAL DUTIES

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Investigate complaints of violation of State and local nuisance abatement laws, ordinances, or codes; conduct follow-up investigations to ensure compliance with applicable codes and ordinances.
- Respond to citizen questions, complaints and inquiries
- Provide information to violators and the general public regarding codes, laws and ordinances

- Maintain files and records related to citations and violations; prepare a variety of written reports, memos and correspondence
- Prepare and recommend revisions to City codes and ordinances
- Input and retrieve a variety of information using a computer
- Perform related duties as assigned.

MIMIMUM QUALIFICATIONS

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Code Enforcement Officer. A typical way of obtaining the required qualifications is to possess the equivalent of two years of increasingly responsible experience in code enforcement, planning or community development. A bachelor's degree in planning, community development, public administration, business administration, economics or a related field is desirable.

License/Certificate:

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

A designation as a Certified Code Enforcement Officer from the California Association of Code Enforcement Officers (CACEO) is highly desired.

Knowledge of:

- Principles, practices, and methods used in code enforcement, planning and community development; basic research methods used in the collection, tabulation, analysis, and application of economic and redevelopment program data;
- Permit issuance;
- Public relations techniques and procedures; planning procedures and processes;
- Applicable Federal, state, and local development, planning and environmental laws and regulations; principles of budget preparation and monitoring;
- Principles of grant preparation, monitoring and administration;
- Principles of contract negotiation and administration;
- Techniques for effective oral presentations;
- Standard office procedures, practices, and equipment;
- Modern office equipment, including a computer and applicable software;
- Methods and techniques for record keeping and report preparation and writing;
- Proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

- Enforce pertinent codes, ordinances, laws and regulations;
- Plan, coordinate, and prioritize a variety of projects, including the work of consultants and coordinating with staff and regulatory entities;
- Read, analyze and interpret legal opinions, legislation, regulations and agreements pertaining to code enforcement;
- Plan, prepare and present technical and specific information to the City Council and general public; monitor project schedules and maintain filing system for reference purposes;
- Prepare a variety of reports, correspondence, forms, and letters; perform mathematical calculations quickly and accurately;
- Read, interpret, and record data accurately;
- Read and interpret maps;

- Organize, prioritize, and follow-up on work assignments;
- Work independently and as part of a team;
- Make sound decisions within established guidelines;
- Analyze a complex issue and develop and implement an appropriate response; follow written and oral directions;
- Observe safety principles and work in a safe manner;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships.
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NECESSARY SPECIAL REQUIREMENTS

- Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check, and reference check.
- Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The physical and environmental 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.

Physical Conditions:

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting, and crouching in the performance of daily office activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data, and using the computer, and acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Environmental conditions:

While performing the duties of this job, the employee is regularly exposed to outside weather conditions.