



## JOB DESCRIPTION

### Code Enforcement Officer I

**Date:** August, 2019

#### **SUMMARY:**

Under close supervision, performs field and office work primarily consisting of conducting regulatory compliance inspections related to a variety of city licensing, environmental, housing, grant and permitting programs. Office work will consist of assisting the public at the counter, by phone, email inquiries and other administrative support tasks conducted in an office and perform other related duties, as assigned.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Conduct regulatory compliance inspections pertaining to various city and state permitting, environmental and public safety compliance programs, codes and issue notices of violation and/or citations and speak with residents and business owners to encourage compliance with municipal code and city regulations.
- Conduct regulatory compliance inspections pertaining to the City's commercial and residential property maintenance licensing compliance programs.
- Conduct regulatory compliance inspections pertaining to the City's Fat, Oil, and Grease (FOG) program through enforcement of city and state codes, permitting, facility inspections, monitor industry FOG best management practices and coordinate abatement of public nuisances related to FOG.
- Conduct a variety of research related to building, land use and encroachment permits, city licensing, and other public records.
- Provide customer service to residents and outside agencies by receiving, explaining, and electronically processing new complaints and inquiries submitted in person, by phone, in writing, online or by email.
- Provide case management and customer service on behalf of the investigating Code Enforcement Officer by responding to various inquiries and processing various administrative, research and fiscal functions.
- Manage a varied case load requiring the ability to multi-task, prioritize, plan, and manage time to meet deadlines.
- Prepare reports for court, provide testimony in criminal and civil court proceedings, arraignments, and trials as a case agent on behalf of the City, may need to make court appearances, if necessary.
- Respond to parking complaints and issue parking citations.
- May be on standby call, respond to emergencies on weekends, holidays, and off-duty hours, as needed.

#### **MINIMUM QUALIFICATIONS:**

##### **Education, Training and Experience Guidelines:**

High school diploma or GED equivalent AND one year of code enforcement OR similar enforcement, investigative or regulatory compliance inspection experience in a private industry; 30 semester college units

consisting of English, criminal justice, environmental science or building/ fire technology may substitute for one year of experience.

#### **LICENSE AND CERTIFICATION REQUIREMENTS:**

- Must possess a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.
- Within twelve months of employment, must possess or be able to obtain:
  - California Peace Officer Standards and Training PC 832 certification (P.O.S.T. PC 832).
  - OC pepper spray certification.
  - Basic Code Enforcement Officer Certification from either the California Association of Code Enforcement Officers (CACEO), the American Association of Code Enforcement (AACE) or the International Code Council (ICC).

#### **Knowledge of:**

- City ordinances, rules, policies and procedures, officer safety, regarding land use, public nuisance, health and safety, business licensing, waste tires, fire hazards, fat oils and grease apparatuses and related plumbing systems, general sewer system maintenance operations, housing, and parking.
- City case management and related business systems.
- Procedures pertaining to rights of entry, search and seizure, related to private property inspections.
- Methods of regulatory inspections and investigation commonly used by a regulatory agency.
- Regulations, laws, and requirements for courtroom testimony and evidence documentation.
- Principles and best practices regarding case management.
- Basic terminology used in interpreting the building codes and zoning regulations.

#### **Skill in:**

- Providing excellent customer service and communicating clearly, professionally and objectively both verbally and in writing.
- Organizing and prioritizing work and exercising independent judgment, wisdom, common sense, and initiative.
- Management of a varied case load.
- Thoroughly carrying out oral and written instructions.
- General investigation and inspection methods.
- Operating a computer, various software applications and maintaining records.
- Interpreting regulation processes to the public to ensure voluntary compliance.
- Understanding and reading a variety of maps and legal property descriptions.
- Operating hand and power tools and equipment.
- Operating a police handheld two-way radio.
- Using patience, tact, sound judgment, diplomacy and courtesy in dealing with the public, and maintaining effective, professional, ethical working relationships with employees, City and other government officials, and contractors.
- Applying safe work practices.

#### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a variety of environmental conditions in an office and outdoor work environment, with exposure to wide temperature variations, fumes, grease, machinery and its moving parts, odors, and dust; work may be performed in vacant buildings and streets or highways. Use of city issued ballistic vest is required Occasional exposure to hazardous work conditions including contact with snakes, potentially wild, dangerous, and diseased animals. May be required to lift and carry items weighing up to 50 pounds. Other physical exertion including pushing, pulling, running, climbing, crawling, and kneeling is required. Incumbent must be able to see and hear in the normal range with or without correction and have the ability to effectively

communicate verbally and in written form. Must be able to wear issued uniform and equipment and comply with the Division's uniform appearance standards. Incumbent may be required to respond to emergencies after regular working hours and on weekends and must be willing to work an irregular schedule, which may include holidays, evenings, and/or varying hours, as assigned. Must be able to respond to emergency calls within forty-five (45) minutes.

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Department Head

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Date

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Personnel Officer

\_\_\_\_\_  
Date