



JOB DESCRIPTION

Code Enforcement Officer II

Date Prepared: July, 2022

SUMMARY: Under close supervision, performs field and office work and primarily investigates complaints generated by City residents and agencies regarding, public nuisances, substandard housing, residential/commercial building, land use, fire hazards, zoning, businesses, vehicle parking violations and other property complaints; performs 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:*

- Respond and investigate complaints related to property maintenance, substandard housing, illegal trash dumping, and other public nuisances located on private and public property.
- In coordination with the Police Department, investigate and abate public nuisances and other illicit activity impacting business and residential zones located throughout the City.
- Investigate complaints relating to a variety of land use and permitting violations.
- Accurately prepare and process required City compliance or public nuisance abatement notices to involved parties.
- Issue notice to appear, administrative, and parking citations.
- Execute proactive Code Compliance actions within commercial and residential zones related to a variety of land use, City parks, public nuisances and property maintenance violations.
- Coordinate and lead crews involved in the removal of fire hazards, trash abatements, or property board up actions.
- Obtain court inspection and nuisance abatement warrants, as needed.
- Participate in planning, coordinating, and executing demolitions, cleanups, waste tire collection tasks, and other abatement actions with city departments or other local state and federal agencies.
- Manage a varied case load requiring the ability to multi-task, prioritize, plan, and manage time to meet deadlines.
- Participate in a variety of City and community outreach events.
- 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.
- Research property ownership, land characteristics, occupancy status, permitting status and approved land uses utilizing internal and external data systems, internet resources, the County Sheriff's information systems, and law enforcement staff.

- Make court appearances.
- Prepare reports, provide testimony in criminal and civil court proceedings, arraignments, and trials as a case agent on behalf of the City.
- May be on standby call and respond to emergencies on weekends, holidays, and off-duty hours, as needed.
- Conduct all essential functions listed under the Code Enforcement Officer I position.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma OR GED equivalent AND three years of code enforcement field or technical investigative experience OR similar enforcement 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.
- Preferably certified with the following or must be able to obtain within twelve months of employment:
 - California Peace Officer Standards and Training PC 832 certification (P.O.S.T. PC 832).
 - P.O.S.T. certified, Asp baton certification.
 - P.O.S.T. certified, 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, procedures, officer safety and investigative methods regarding zoning, private property complaints, landlord and tenant disputes, environmental crimes, health and safety, business licensing, substandard housing, waste tires, fire hazards, grease traps apparatuses and related plumbing systems, general city sewer system maintenance operations, housing and parking.
- Procedures pertaining to rights of entry, search and seizure, and private property inspections.
- Requirements and procedures related to nuisance abatement, demolition, and receivership actions.
- General provisions of property maintenance, public nuisance, and other adopted codes.
- Procedures and requirements pertaining to trespassing laws and clearance of property, trash and other materials located on private and public property.
- 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 and report writing.
- 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.
- Thoroughly carrying out oral and written instructions.
- Courteously, defining and accurately explaining a variety of complex city and state codes to the public.

- Providing specific facts and information to residents to assist them with compliance.
- Understanding and reading a variety of maps and legal property descriptions.
- Managing situations requiring diplomacy, tact, fairness, firmness, and sound judgment.
- Investigating local code violations and other complaints.
- Investigating fat, oil, and grease related sanitary sewer overflows.
- Operating hand and power tools and equipment.
- Operating a police handheld two-way radio.
- Report writing and case documentation
- Operating a computer, various software applications, and maintaining records.
- 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, on-call shifts and/or varying hours, as assigned. Must be able to respond to emergency calls within forty-five (45) minutes.
