

CODE ENFORCEMENT OFFICER

DEFINITION

Under general direction, to perform investigations and enforce City land use, zoning, and subdivision laws and regulations; and to do related work as required. Serves as Disaster Service Worker. FLSA Status: Non-exempt.

DISTINGUISHING CHARACTERISTICS

This is a single-position classification responsible for planning and conducting investigations to enforce City land use, subdivision, and zoning laws, ordinances, and regulations.

REPORTS TO

Management Position responsible for this function.

CLASSIFICATIONS SUPERVISED

None.

ESSENTIAL FUNCTIONS

Plans, organizes, and carries out investigations for the enforcement of City codes, laws, and regulations regarding land use, zoning, and subdivision; receives public complaints, completes code violation report forms and takes appropriate follow-up action; researches and reviews City codes and other sources of information; determines the nature and extent of code violations and works with property owners to resolve problems and obtain compliance; conducts investigations to confirm or deny violations; makes field investigations to ensure compliance with land use and conditional permits; develops and maintains database records regarding Code violations; shall make investigations of abandoned and/or inoperable vehicles; analyzes information and takes appropriate action to resolve problems; prepares correspondence related to investigations and compliance; performs follow-up inspections to ensure that compliance has been achieved; prepares written reports to be reviewed by appropriate City legal staff for civil or criminal charges; issues citations to violators; prepares affidavit and inspection warrants; performs title searches on property; provides support for legal staff during formal procedures; may testify in court; prepares a variety of reports and records; operates office equipment and computers; and coordinates investigations with other City departments. May be required to attend night or weekend meetings.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; ability to walk in uneven and slippery terrain; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office, courtroom, and outdoor environments; some exposure to changes in temperature and weather; some exposure to grease, oils, and unusual noise; continuous contact with staff and the public.

MINIMUM QUALIFICATIONS**Knowledge of:**

- Land use laws, rules, and regulations.
- Legal terminology, forms, and procedures.
- Investigation techniques and procedures.
- Account and fiscal record keeping methods and procedures.
- Principles of identification, preservation, and presentation of evidence.

Ability to:

- Plan and conduct investigations and enforcement actions for land use laws, codes, ordinances, and regulations.
- Conduct a wide scope of investigations related to assigned areas of responsibility.
- Analyze a variety of information and determine appropriate resolutions to problems and/or enforcement actions.
- Analyze and interpret laws and regulations related to City land use.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare and present evidence in court.
- Prepare clear, concise, and accurate records and reports.
- Effectively represent City land use investigation and enforcement functions with the courts, the public, and other government agencies.
- Establish and maintain cooperative working relationships.

Training and Experience:

- Two (2) years of increasingly responsible experience in investigations and code enforcement work.

SPECIAL REQUIREMENTS

- None.

Education:

- Equivalent to graduation from high school.

License:

- Possession of a valid California driver's license.

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