CITY OF RIDGECREST   Date Adopted: 09/19/2001

CODE ENFORCEMENT OFFICER

<u>DEFINITION</u>

Under general supervision, receives and investigates complaints regarding zoning, nuisance abatement and other ordinance violations and specific sections of the vehicle code relating to the abandonment/dismantling of vehicles; initiates enforcement action and issues citations and notices of violation; performs related duties as required.

<u>CLASS CHARACTERISTICS</u>

The Code Enforcement Officer class is the journey level class and is responsible for conducting investigations and enforcement action against violators of various City codes and ordinances.

<u>ESSENTIAL FUNCTIONS</u>

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

> Receives complaints regarding zoning, sign, land use ordinance violations, and public nuisances, including abandoned or dismantled vehicles ; prepares case files, including the establishment of legal owner, the verification of the parcel address, and other information necessary to conduct investigation and enforcement action; conducts site visits or confers with City personnel regarding violations; documents violations by securing photographs and other pertinent data; ensures that accurate case files are maintained; issues notices of violation.

> Determines alternative methods to achieve code compliance involving application of related laws, ordinances, and regulations; consults with City Attorney, Community Development staff, property owners, Health, Police and Fire Departments.

> Prepares abatement letters; conducts follow-up procedures including the preparation of additional correspondence, site visits, communications with complainants, attorneys, and property owners involved in code violation cases.

> Prepares cases for Pre-abatement/Public Hearing for the Planning Commission; may prepare cases for legal action, summarizing evidence gathered in the course of periodic inspections; may appear in Court to present testimony.

> Investigates and enforces the City's ordinance regulating the storage and parking of inoperative vehicles on private property.

> Provides assistance to the public and assists other City staff involved in related activities.

<u>QUALIFICATIONS GUIDELINES</u>

> <u>Education and/or Experience</u>

> Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include graduation from high school or equivalent and two years of experience in municipal enforcement inspection or investigation, including public contact.

Knowledge, Skills and Abilities

Working knowledge of the organization and functions of the various agencies involved in planning, zoning, and land use processes; related federal and state laws, ordinances, rules, and regulations including zoning, health and safety, public nuisance, business codes and regulations that are enforceable by the City; investigative techniques useful in inspecting residential and business violators to insure compliance with applicable codes and regulations; code enforcement; court etiquette and rules of evidence; office methods and procedures.

Ability to read, interpret, apply and explain related laws, ordinances, rules, regulations, policies and procedures; conduct investigations into code violations; read and interpret maps, plans, and legal descriptions; use a computer and a variety of software programs; operate video camera and Polaroid camera; communicate effectively both orally and in writing; research and prepare written reports; deal constructively with conflict and develop effective resolutions; establish and maintain cooperative working relationships.

Special Requirements

Possession of or ability to obtain a Class C, California driver's license and a satisfactory driving record.

Must be 21 years of age.

Receive satisfactory results from a background investigation, physical examination, drug testing and administrative screening which meet the established qualification standards.

PHYSICAL PROFILE: II, 2, 4, 5, 6, 7, 8, 12, 13, 15, 18, 19, 20

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