CITY OF GUADALUPE

Code Compliance Officer

January 2020

DEFINITION:

Under general supervision of the Director of Public Safety, the Code Compliance Officer, a single level position, performs a full scope of duties necessary to enforce the Municipal, State and Federal codes, as they relate to the regulation of public health and safety, land use, parking and neighborhood maintenance, providing information to businesses and the general public in code enforcement operations, and other duties as assigned.

ESSENTIAL FUNCTIONS

- Administers and coordinates the day-to-day operations of the City's code compliance program, which includes enforcement of City Ordinances including, but not limited to, sign violations, right-of-way obstructions, overgrown vegetation, and other general safety related codes

- Establishes and maintains positive and effective working relationships with the general public, community, property owners, City businesses, community groups, and other agencies

- Designs and implements a community outreach/education program to encourage cooperation in achieving compliance with adopted codes

- Performs field investigations and follow-up investigations, to promote compliance with adopted codes

- Ensures the correction of violations through verbal communications, written notices, and administration citations, as needed

- Observes safety principles and practices and works in a safe manner

- Performs other related duties, as may be required

KNOWLEDGE/SKILLS

- Principles, methods, techniques and practices of inspection and investigations
KNOWLEDGE/SKILLS (cont’d)

- Current trends and developments in code enforcement
- Conflict resolution and voluntary cooperation practices
- Municipal code, building code and property maintenance code enforcement methods and procedures
- City parking rules and regulations
- Land use concepts and zoning principles
- Ability to read and understand site plans, construction plans, maps, drawings, specifications, legal descriptions, contract documents, criminal codes, penal codes, graphs and building and use permits
- Effective public and community relations techniques
- Principles and practices of effective verbal, written and interpersonal skills

EDUCATION/EXPERIENCE

- Minimum High School Diploma or equivalent, preferably applicable specialized coursework or training in code enforcement, building inspection, or a related field
- One year experience in either building construction inspection or varied responsibly work at a skilled level in code enforcement, OR two (2) years extensive public contact experience involving difficult conflict resolution
- Possession of a valid California Class “C” driver’s license and satisfactory driving record
- Completion of California Association of Code Enforcement Officer Basic course or the ability to obtain within one year of hire, required
- Certification of the following courses or ability to obtain within one year of hire, as required: CA Penal Code 832 and Property Maintenance Inspector by the International Code Council, and designation as a Certified Code Enforcement Officer by the CA Association of Code Enforcement Officers
PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Occasionally bend, stoop, crouch, kneel, handle, grip, grasp, extend neck upward, downward, or side-to-side
- Frequently reach above, at and below shoulder level
- Ability to lift, carry, push and pull materials and objects weighing up to 25 to 100 pounds or more
- Visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed
- Ability to effectively verbally communicate to exchange information both in the field and in an office environment, to hear and comprehend oral instructions and communications, and to effectively hear construction and traffic noise in the field
- Occasionally sits, and frequently stands or walks
- Frequently uses a computer and telecommunications equipment

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasionally works in outside weather conditions and is exposed to wet and/or humid conditions
- Occasionally works near moving mechanical parts and in high, precarious places
- Noise level in the work environment is moderate to loud in field settings and is usually quiet in the office

This job description is not intended to be all-inclusive. The employee may also perform other reasonably related duties as assigned by the Director of Public Safety.