CITY OF SALINAS

CODE ENFORCEMENT OFFICER I

BARGAINING UNIT/CLASS CODE:
SMEA / M04

DEFINITION

Under general supervision, performs enforcement of land use ordinances, housing and dangerous building codes and other related code provisions; performs a variety of field and office work in support of the City's Code Compliance Program; issues administrative citations; obtains and executes inspection warrants, may present reports and/or recommendations to the City Council and occasionally appears at administrative hearings and courts of law; writes a variety of inspection reports and makes compliance recommendations to the Senior Code Enforcement Officer.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the Code Enforcement Officer series. Incumbents of this class are responsible for conducting less complex on-site inspections and investigations in code enforcement work with close supervision and training. This class is distinguished from Code Enforcement Officer II level by performing less complex inspections and investigations only within well-defined procedural limits.

SUPERVISION RECEIVED AND EXERCISED

Receives close supervision and training from the Senior Code Enforcement Officer. If the position of Senior Code Enforcement Officer is vacant, then supervision and training is provided by the Community Development Director or his/her designee. Exercises no supervision.

ESSENTIAL JOB FUNCTIONS OF THE POSITION
Duties may include, but are not limited to, the following:

Performs field inspections and office duties ensuring compliance with the City's land use, housing, zoning, abatement, dangerous buildings codes and sections of the Municipal Code as may be directed. Performs field surveys and investigates complaints of possible code and ordinance violations. Contacts property and business owners to schedule and conduct on-site inspections. Advises violators of ordinance requirements and seeks to gain voluntary compliance. Takes photographs and gathers all pertinent facts from the parties involved. Issues notices of violations and citations. Maintains records of inspections and enforcement efforts; prepares required documentation for administrative and legal actions. Testifies in administrative and court proceedings regarding code violations; performs follow-up actions as needed to ensure compliance. Confers with related agencies and city departments on disposition of complaints and code violations. Prepares detailed and specialized reports and correspondence related to code enforcement inspections, violations and other activities. Provides the public with information regarding land use, zoning, building and housing code regulations. Promote and maintain safety in the work place. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computers, mobile digital devices and related equipment; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone, 2-way radio and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, climb stairs, and to walk on uneven surfaces; physical strength to occasionally lift up to 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.
WORKING CONDITIONS

A combination of outdoor work traveling to and investigating complaint locations throughout the City, and a business office environment. Subject to sitting at a desk completing reports, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal, collecting and producing data using mobile technology while in the field, interacting with the public via phone, email and in person, walking and standing for long periods of time, working in all types of weather conditions, walking through uneven, muddy, wet, and rocky terrain and potentially exposed to unsanitary conditions. Will spend a certain amount of time each day driving from location to location to conduct inspections. Occasionally may be required to work evening and/or weekend hours, for investigations, public presentations, or resource events.

QUALIFICATIONS

Knowledge of:


Ability to:

Learn to interpret and understand applicable City permit conditions, and State building and zoning ordinances and regulations. Conduct comprehensive investigations and maintain accurate records of findings. Prepare clear, concise and accurate correspondence and reports. Effectively communicate report findings to the supervisor and/or administrative hearing officer or courts of law. Effectively advise property owners and general public on compliance with codes; diffuse confrontational situations. Establish and maintain effective working relationships with property owners, developers, the general public and co-workers. Promote the mission, values and standards of an effective public organization, particularly in the area of customer service.

License or Certification:

Possession of a valid California driver's license. California P.O.S.T. approved Penal Code 832 certification is required prior to completion of the six (6) month probationary period. Certification of Basic and Intermediate Code Enforcement Officer modules from California Association of Code Enforcement Officers (CACEO), or a similar approved certification, is required within one year from date of hire. Advanced Code Enforcement Officer Certification is required within two years of hire date. All certifications must be maintained during term of employment.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities, required to perform the duties would be any combination equivalent to completion of high school/GED supplemented by one year of experience with a public agency performing land use, zoning, building, public safety, housing or related code enforcement, inspection, or abatement work is desirable.