

City of Stockton

CODE ENFORCEMENT OFFICER I/II

DEFINITION

Under general supervision, performs skilled office work and field inspections in the investigation and enforcement of City codes, ordinances, and abatement regulations; and performs related work as assigned.

Retitled:	08/07/1986
Resolution:	CS86-096
Reestablished:	04/01/1988
Resolution:	CC88-0182
Spec Adopted:	10/31/1988
Resolution:	CS88-091
Spec Amended:	06/03/1999
Resolution:	CS99-054
Spec Amended:	04/21/2005
Resolution:	CS05-055
Spec Amended:	06/27/2019
Spec to CSC:	07/18/2019
<u>Spec Amended</u>	
<u>Spec to CSC</u>	

CS Status: Classified
Unit: SCEA - P&T
FLSA Status: Non-Exempt

CLASS CHARACTERISTICS

Code Enforcement Officer I: This is the entry-level class in the Code Enforcement Officer series. Positions in this class typically require little directly related work experience. The Code Enforcement Officer I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Initially, under close supervision, incumbents learn assigned operations as well as Department and City policies and procedures. Initially under close supervision, incumbents perform the more routine enforcement inspection duties while learning City policies and procedures and specific methods and requirements for code enforcement work. This class is alternately staffed with Code Enforcement Officer II, and incumbents may advance to the higher level after successfully completing a one-year probationary period and gaining experience and demonstrating proficiency which meets the qualifications of the higher-level class.

Code Enforcement Officer II: This is the journey-level class of the series in the Code Enforcement Officer series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive relatively less instruction or assistance and are fully aware of the operating procedures and policies within the work unit, fully competent to perform responsible and difficult residential, commercial, hotel and motel inspections and code enforcement work. Incumbents are expected to exercise independent judgment and make sound recommendations based on inspection findings.

This class is distinguished from the Senior Code Enforcement Officer in that the latter is the lead or specialist class providing work direction and review to assigned Code Enforcement Officers and/or handling more complex inspections or code enforcement cases or projects.

PRINCIPAL DUTIES (Illustrative Only)

Duties may include, but are not limited to, the following:

- Receives and responds to complaints and proactively addresses:
 - vacant, dangerous, and substandard dwellings or structures;
 - work without a building permit, expired/stagnant permits involving Code Enforcement;
 - after hours call outs for structurally unsafe, unsecured, fire-damaged, or flooded buildings;
 - illegal uses, zoning violations, illegal vendors, business license and use permit enforcement, etc.;
 - urban blight caused by junk and debris, inadequate property maintenance, graffiti, etc.;
 - neighborhood sweeps and clean up events;

- unsanitary conditions including hoarding issues, insect infestations, human waste, mold;
- illegal operations involving law enforcement such as ~~elek~~ ~~it~~ gambling sites, marijuana grows, massage parlors, etc.;
- homeless encampments, squatter issues, occupancy violations, etc.;
- abandoned or inoperative vehicles;
- illegal fireworks, dry overgrown vegetation, accumulation of combustible/flammable materials, and other fire hazards; and
- lead paint, asbestos, and other potentially hazardous materials/substances and other municipal code violations.
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- and other municipal code violations, issues notices of violation and/or administrative citations for noncompliance.
- Receives and processes resale inspections and relocation of structures requests, voluntary rehabilitation, repair notices and demolition orders.
- Processes payoff demands and stipulation agreements to facilitate real estate transactions.
- Performs abatement of hazardous conditions and code violations on vacant lots and other premises, including demolitions and remediation work.
- Contacts property owners and schedules and conducts onsite inspections; interprets codes and regulations and explains inspection procedures and regulations to involved parties.
- Takes photographs and video, and documents violations for evidence of findings and actions.
- Clears vacant buildings with assistance from Police.
- Prepares necessary documents, administrative citations and other notices which outline proper repair and correction methods, time limits, permits and all necessary remedial work required.
- Conducts job walks with contractors and develops cost estimates based on work to be performed and specifications.
- Monitors compliance activities and conducts follow-up and final inspections; prepares notices to vacate, secures structures and prepares utility disconnect letters.
- Prepares required documentation and assists the City Attorney's Office for all legal actions, including civil penalties, criminal complaints and inspection warrants, and conducts follow-up once legal activities have been initiated.
- Prepares and manages a caseload including maintaining accurate case file composing letters, memos, and writing related reports.
- As the representative of the City, attends administrative hearings and court proceedings, prepares all documents of evidence, testifies, and presents the evidence.
- Confers with other agencies and City departments on disposition of a variety of complaints and code violations, including Child/Adult Protective Services, the Coroner's Office, and Mental Health.
- Performs the annual hotel/motel code inspection in coordination with the Fire Department and San Joaquin County' Health Department; approves permits to operate and managers permits.
- Maintains current knowledge of municipal code and other technical codes and regulations, laws and requirements involved in code enforcement work.
- Prepares a variety of periodic and specialized reports related to code enforcement inspections and activities.

- Assists in the training of Code Enforcement Officers.
- ResearchesResearch ownership and lienholders of subject properties.
- Represents the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Fosters an environment that embraces integrity, service, inclusion, and collaboration.
- BeIs an integral team player, which involves flexibility, cooperation, and communication.
- Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Performs related duties as assigned.
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MINIMUM QUALIFICATIONS

Education:

Possession of a high school diploma or GED.

Experience:

Code Enforcement Officer I: Two (2) years of progressively responsible work experience in enforcement of administrative rules and regulations, which has included case management, field investigations and substantial public contact requiring skills in communication and persuasion. Completion of 30 semester units from an accredited college or university may be substituted for one (1) year of the experience.

Code Enforcement Officer II: In addition to the above, one (1) year of work experience at a level equivalent to the City's class of Code Enforcement Officer I is required after probation.

Licensure/Certification:

- Must possess a valid California Driver's License.
- Must possess or obtain a valid Post Penal Code (PC) 832: Arrest, Search & Seizure certification or equivalent within 12 months of appointment to the class.
- Possession of a California Association of Code Enforcement Officers (CACEO) certification or equivalent is highly desirable (CEO I).
- Must possess a California Association of Code Enforcement Officers (CACEO) certification or equivalent (CEO II).
- Maintenance of CACEO certification or equivalent is highly desirable.

Other Requirements:

- Must be available to work occasional evenings and Saturdays and/or respond to emergencies

~~as needed.~~

~~NOTE: The level and scope of the knowledge and skills listed below are related to the job duties as defined under "Class Characteristics."~~

Knowledge of:

- Principles and methods of code enforcement and enforcing varied municipal codes;
- ~~Recognize conditions that constitute code violations;~~
- ~~Accurately document code violations and prepare clear reports;~~
- ~~Follow oral and written directions;~~
- Applicable state and local codes, ordinances, regulations, policies, and procedures pertaining but not limited to nuisance abatement; blight control; substandard housing; zoning; abandoned vehicles; overgrown vegetation; vector infestations;
- Principles and methods of investigation utilized in code enforcement inspections which includes methods of field investigation work and research techniques including but not limited to determining property ownership and zoning background;
- Tenant and property owner rights and responsibilities, including due process, and privacy rules;
- Appropriate safety, hazardous materials, and fire prevention techniques and requirements;
- Basic terminology used in zoning, including legal descriptions;
- Regulations and requirements for court evidence documentation, including preparing warrant affidavits and criminal complaints;
- Communication, Negotiation, and behavioral techniques that foster collaboration and effectively achieve code compliance and related program results;
- Public speaking and presentation techniques;
- Methods and techniques for basic report presentation and preparation;
- Modern office practices, methods, and computer equipment including relevant software programs;
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation;
- Safe work practices; and
- Principles and practices of excellent customer service.
- ~~Office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, and other specialize applications related to area of assignment;~~
- ~~English usage, spelling, grammar, and punctuation; and~~
- ~~Knowledge of Microsoft Word.~~

Skill in:

- Recognizing conditions that constitute code violations;
- Accurately documenting code violations and prepare clear reports;

Follow oral and written directions:

- Investigating zoning, code, and other complaints in a timely and tactful manner;
- Probe_Probing and analyze_analyzing situations accurately and enforce legal requirement;
- Reading, interpreting, applying and explaining applicable codes, ordinances, laws, regulations, policies and legal requirements;
- Utilizing computer software and other office equipment related to the work;
- Communicate clearly and concisely, both verbally and in writing;
- Dealing courteously, but firmly, and communicating effectively with a variety of individuals contacted in the course of work, including resolving conflicts and problems;
- Understanding customers' perspective, concerns, needs and requests;
- Being professional and keeping calm during hostile confrontations and encounters;
- Develop and maintain cooperative, effective working relationships with coworkers; representatives of community organizations, state and local agencies, and associations; supervisors; internal management and staff; and the public;
- Preparing accurate and detailed documentation of inspection findings and other written materials;
- Maintaining organized and accurate records of inspections and code enforcement files;
- Organizing work, setting priorities, and exercising sound, independent judgment within established guidelines;
- Presenting evidence and giving testimony to administrative hearing officers and judges;
- Understanding and carrying out oral and written instructions and prioritize workload to meet deadlines;
- Reading, writing and comprehending the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation;
- Communicating effectively, tactfully and positively in both oral and written form;
- Operating and using modern office equipment and technology, including computers and applicable software;
- Utilizing two-way radios and appropriate personal protective equipment, safety procedures and practices for assigned duties;
- Establishing and maintaining effective working relationships with those contacted in the course of work; and
- Contributing effectively to the accomplishments of City goals, objectives, and activities.
- Carry out written and verbal directions;
- Use current technologies, tools, and equipment to achieve program goals; and
Read, write and speak English at the level necessary for satisfactory job performance.

Education/Experience:
Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Code Enforcement Officer I: Possession of a high school diploma or GED and two years of progressively responsible work experience in enforcement of administrative rules and regulations, which has included case management, field investigations and substantial public contact requiring skills in communication and persuasion. Completion of 30 semester units from an accredited college or university may be substituted for one year of the experience.

Possession of a high school diploma or GED.

Experience:

Code Enforcement Officer I: Two (2) years of progressively responsible work experience in enforcement of administrative rules and regulations, which has included case management, field investigations and substantial public contact requiring skills in communication and persuasion. Completion of 30 semester units from an accredited college or university may be substituted for one (1) year of the experience.

Code Enforcement Officer II: Possession of a high school diploma or GED and In addition to the above, one (1) year of work experience at a level equivalent to the City's class of Code Enforcement Officer I is required after probation.

Licensure/CertificationOther Requirements:

- Must possess a valid California Driver's License.
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- Must possess and maintenance of a California Association of Code Enforcement Officers (CACEO) certification or equivalent (CEO II). Maintenance of CACEO certification or equivalent is highly desirable.

Commented [SA1]: How is this different than the above?

Other Requirements:

Must be available to work occasional evenings and Saturdays and/or respond to emergencies as needed.

NOTE: The level and scope of the knowledge and skills listed below are related to the job duties as defined under "Class Characteristics."

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Physical/Mental Abilities:

- Mobility - Frequent sitting for long periods of time while operating a keyboard; occasional squatting, twisting, crawling, bending, stooping, kneeling, reaching, pushing and pulling;
- Lifting - Frequent lifting and carrying 10 pounds or less and occasional lifting and carrying up to 25 50 pounds or less;
- Vision - Constant use of overall visual capabilities; frequent need for use of color perception, hand/eye coordination, working in low-light conditions, reading and/or close-up work;
- Dexterity - Occasional Frequent holding, grasping, typing, repetitive motion and writing;
- Hearing/Talking - Constant hearing and talking of normal speech in person and on the telephone; Occasional speaking in front of large groups of people;
- Special Requirements = May require occasional weekend or evening work; Constantly working days and occasionally working evenings, nights, weekends, and during emergency situations;
- Emotional/Psychological - Constant concentration, decision making and public contact; exposure to unpleasant living conditions/situations involving children and the elderly; occasional encounters with irate/disturbed -individuals; ability to exercise sound judgment, especially under stressful situations; and working alone;
- Physical characteristics - sufficient stamina to walk for prolonged periods, frequently over debris or uneven terrain with potential hazards, to climb ladders and to crawl through small spaces;
- Environmental Conditions = Occasional exposure to noise, obnoxious odors, fumes, dust, extreme heat/cold, hazardous materials/substances; Occasional to frequent exposure to noise, outdoor conditions in all weather conditions and on all types of terrain, including but not limited to roofs, scaffolding, stairs, ditches, and various landscapes (uneven terrain/ground) found at construction sites, vacant land, levees, etc.; occasional to moderate risk of exposure to hazardous materials i.e. dirt, dust, gas smoke, obnoxious odors, fumes, poor ventilation; indoor cold/heat; exposure to extreme temperature, humidity or wetness; working at heights; work with bio-hazards such as blood-borne pathogens, sewage, waste, etc.; and working around equipment and machinery; and
- Working Conditions - Primarily performed outside in inclement weather and in an office environment which is typically moderately quiet but may be loud at times and at some locations.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirement of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent applicant be unable to perform the function or requirement due to a disability as defined by the American with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent applicant when possible.

(Continue on Next Page)

APPROVED:

Original signed by

LAURIE MONTESROSEMARY RIVAS
DEPUTY CITY MANAGER/INTERIM
DIRECTOR OF HUMAN RESOURCES

DATE: 06/27/2019

Historical Note:

Code Enforcement Officer I	Code Enforcement Officer II
Established:	Unknown
Resolution:	Unknown
Spec Adopted:	10/31/1988
Resolution:	CS88-091
Spec Amended:	08/07/1986
Resolution:	CS86-096
Spec Amended:	06/03/1999
Resolution:	CS99-054
Established:	Unknown
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