

City of Grass Valley  
JOB DESCRIPTION



**COMMUNITY RISK ENFORCEMENT SPECIALIST**

**Department: Code Enforcement**

**FSLA Status: Non-Exempt**

**Reports To:**

**Community Risk Reduction Manager; Other**

**Unit: 3, Full-Time Position**

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**SUMMARY OF JOB PURPOSE** *Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

Under the general supervision of the Community Risk Reduction Manager, this position performs a variety of landscape, vegetation and fuels management activities on City owned or controlled property, included but not limited to parks, public and private open-space and parcels, trails, rights-of-way, creeks, and public facilities; using a variety of tools including hand tools, power tools, and light, medium, and heavy-duty power-driven equipment. At the direction of the Community Risk Reduction Manager, this position implements vegetation treatment plans for city owned and controlled property, provides support to private abatement projects through city defined programs, and documents before and after conditions for all activities. The position may work alone or as part of a crew in the execution of their duties.

In addition, the Community Risk Enforcement Specialist performs code enforcement duties as assigned. Duties include performing a variety of administrative tasks; conducting field inspections pertaining to the administration-of / compliance with zoning, nuisance, vehicle, and other codes and ordinances; preparing reports, citations, and testifying in court.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Community Risk Reduction Manager, City manager, and works in coordination with other department heads or their designees. Exercises direct supervision over assigned staff at the direction of the Community Risk Reduction Manager.

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## COMMUNITY RISK ENFORCEMENT SPECIALIST

### **ESSENTIAL FUNCTIONS (includes but is not limited to listed tasks)**

*The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address needs and changing practices.*

- Properly and safely operate heavy machinery (i.e. masticator, backhoe, woodchipper), hand tools, and gas powered or electric power tools
- Identify and remove hazardous vegetation from assigned locations
- Assist with fire safety inspections for special outdoor events (i.e. public fireworks displays)
- Conduct assessments of land parcels for wildland fire threat
- Provide information to violators, the general public, business community and other government agencies regarding City and state codes, laws and ordinances; respond to questions, complaints and inquiries.
- Maintain files and records related to citations and violations; prepare a variety of written reports, memoranda and correspondence.
- Confer and coordinate with other agencies and City departments, including Planning and Building, Public Works, Fire, and Police, on the investigation and disposition of vegetation nuisances, and related violations.
- Input and retrieve a variety of information using a computer terminal, tablet or other electronic device.
- Conduct Defensible Space Inspections/Re-inspections of Properties
- Identify, investigate code violations of various types
- Prepare correspondence, reports of investigations, and other required documentation for use by administrative and/or judicial authorities supporting civil actions and/or criminal prosecutions
- Confer and coordinate with city staff and other agencies pursuant to code enforcement issues and respond to locations as needed
- Prepare and deliver courtroom testimony related to code violations
- Issue citations, notice of violations and/or letters for violations or non-compliance
- Or perform related duties as required

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## COMMUNITY RISK ENFORCEMENT SPECIALIST

### **QUALIFICATIONS**

To perform this job successfully, the incumbent must be able to perform each of the essential duties satisfactorily. Reasonable accommodation may be made to enable incumbents with disabilities to perform the essential functions. The requirements listed are representative of the knowledge, skill, and/or ability required.

#### **Knowledge of:**

- Basic codes, ordinances, laws and regulations pertaining to building and zoning compliance, including sections of California penal codes, vehicle codes and health and safety codes.
- Basic principles and procedures of record keeping.
- Occupational hazards and standard safety procedures.
- Pertinent federal, state, and local laws, codes, and regulations including those impacting vegetation management areas.
- Techniques for providing a high level of customer service to the public and City staff.
- Report writing and research methods.
- City of Grass Valley, CalFire and defensible space standards, best practices, and codes/ordinances
- Heavy equipment/machine operation safety standards
- Laws and ordinances pertaining zoning, nuisances, vehicle abatements, and other codes and regulations
- Investigative principles and practices  
Rules of evidence, courtroom demeanor and testimony

#### **Ability to:**

- Review, understand, and implement provisions of applicable codes, ordinances, and regulations enforceable by the City
- Apply laws, regulations, codes, and departmental policies
- Recognize, prioritize, and accomplish needed/assigned tasks
- Research, prepare, and write clear and concise technical reports
- Learn the applicable laws, ordinances, and regulations
- Communicate clearly and concisely both orally and in writing

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- Prepare clear, accurate, and concise notes, reports, and other correspondence
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Be self-motivated and able to motivate others.
- Use tact, initiative, prudence, and independent judgement.
- Operate a motor vehicle, radio and other necessary and essential equipment.

**EDUCATION AND EXPERIENCE**

Any combination of education and experience that would demonstrate the knowledge, skills and abilities as outlined above is qualifying. A typical way to obtain the knowledge and skills is:

- High school diploma, or GED
- One or more years prior experience in law enforcement, code enforcement, and/or fire fuels abatement/inspection, or similar experience
- Commercial Driver's License is preferred

Preferred Education and experience but not required:

- Prior employment in a Law or Code Enforcement capacity
- Prior experience in fire fuels abatement
- California, Class A Driver's License
- AA/AS degree, or higher
- Knowledge of California Penal Code, California Vehicle Code, and/or Health and Safety Code

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## **COMMUNITY RISK ENFORCEMENT SPECIALIST**

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have an acceptable driving record and possess an appropriate California Driver's License, Class C.

Through California Association of Code Enforcement Officers:

Within twelve (12) months of appointment, attend and pass Training Module I

Within twenty-four (24) months of appointment, attend and pass Training Module II

Within thirty-six (36) months of appointment, attend and pass Training Module III

### **LANGUAGE SKILLS**

Ability to read, write and communicate in English at a level required for successful job performance.

### **PHYSICAL DEMANDS**

The employee is required to be able to work in rough terrain with potential exposure to bees/wasps, poison oak, and snakes, among other natural hazards. The employee must be able to work in temperature extremes, such as outdoor heat in excess of 100°F. The employee is frequently required to stand, walk, and sit. The employee must use hands and fingers to: handle, pinch, or feel objects, tools or controls; reach with hands and arms; balance; stoop, kneel, crouch or crawl; talk and hear. The employee must occasionally lift or move up to 45 pounds. Specific vision abilities required by the job, with or without correction, include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

### **WORKING ENVIRONMENT**

While performing the duties of this job the employee is regularly exposed to outside conditions, wet and/or humid conditions, sun, rain, snow, and heat. The employee is occasionally exposed to risk of hazardous chemicals, biohazards, and injury and is required to frequently lift heavy loads.

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