



JOB DESCRIPTION

JD Revision Date: December 29, 2022

Title	Code Enforcement Official
Reports To	Code Enforcement Program Manager
Bargaining Unit	Kerman Miscellaneous Employees Association (KMEA)

Definition	Under general supervision, to perform code compliance specific technical office and field work. Perform duties associated with inspection of residential and non-residential properties to identify violations, cite and enforce municipal and other related codes dealing with zoning regulations, Building Standards Codes, Uniform Housing Code, Uniform Code for the Abatement of Dangerous Buildings, and Property Maintenance Codes, and other public nuisance code provisions, and to do other related work as assigned. Assists with routine tasks and duties including routine inspections and investigations.
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Distinguishing Characteristics	Requires that the employee perform duties that are routine and low-level in complexity that involve mostly independent workflow planning. Must demonstrate commitment, dependability and respect for other employees with regular attendance, punctuality and adherence to agreed-upon schedule of availability.
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| Examples of Duties | <ul style="list-style-type: none"> • Ensure enforcement with City codes and ordinances, which pertain to such areas as nuisances, zoning, building codes, weed abatement, inoperable vehicles, substandard housing, dangerous buildings, health and safety and other related property maintenance requirements. • Receive and investigate complaints and survey the City for possible code violations. • Researches City records and documents, prepares, and manages case files. • Explain City ordinances, rules, regulations, and City policies to citizens and work with citizens to gain voluntary compliance with applicable City ordinances, rules, regulations, and City policies. • Inspect dwellings, buildings, vacant lots, businesses and commercial properties for violations of applicable City ordinances and codes. • Coordinates with other City departments and agencies to assist the public in obtaining solutions to code violations. • Prepare detailed reports and notices regarding related ordinance and code violations. • Operate a computer, using applicable software to perform required research and maintain case investigation records. • Issue, when deemed necessary, citations and directives to offending parties, outlining or describing steps for compliance. • May be required to represent the City in hearings or court proceedings. • Seek, when required, prosecution through the Superior Court system; coordinate efforts through the City Attorney’s Office, assist with complaint preparation; appear at arraignments and provide court testimony as needed. • Perform administrative abatements as required; prepare requests for Inspection and Abatement Warrants as required. • Performs other related duties as required. |
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Qualifications

Knowledge Of	<ul style="list-style-type: none"> • Investigative and persuasive techniques, effective public contact skills, basic computer operation and report writing skills. • P.C. 832 rules of evidence and related procedures. • Laws, ordinances, and regulations related zoning, health and safety and related codes and ordinances. • State and local enactments governing building construction, use and occupancy. • Techniques of investigation, including right-of-entry, interviewing and fact finding. • English grammar and methods of report writing. • Basic map reading and related legal descriptions of real property.
Ability To	<ul style="list-style-type: none"> • Explain Municipal Code, ordinances, regulations, and policies as assigned. • Learn the purpose of land use/zoning, health and safety and other related regulations. • Analyze and compile moderately technical information related to City land use ordinances. • Maintain computer and paper records and prepare reports. • Communicate clearly both orally and in writing. • Establish and maintain cooperative work relationships with the public and fellow employees. • Interpret applicable City codes and ordinances. • Analyze and compile technical information on code violations and investigations. • Handle misdemeanor complaint procedures. • Conduct effective investigations. • Prepare and present information in meetings and court proceedings. • Deal tactfully with the public in seeking compliance with applicable codes. • Research, extract and retrieve appropriate data from other departments and outside agencies.
Education	<p>Equivalent to completion of the twelfth grade. The completion of one year (24 semester units) at an accredited college or university may substitute for one year of experience.</p>
Experience	<p>Two years of responsible public contact work with primary experience in the area of enforcement of public laws or guidelines. Conducting public inspection and/or complaint investigations, or eighteen (18) months of experience comparable to that of a Code Compliance Officer, preferably supplemented by college level course work in planning, building, code enforcement, criminal justice or a related field.</p>
Special Qualifications	
Driver’s License	<p>Possession of a valid California Class C Driver License is required.</p>
Certifications	<p>Possession of or ability to obtain PC 832 Arrest Certificate within one year of employment. Possession of any combination of California Association of Code Enforcement Officers (CACEO) or American Association of Code Enforcement (AACAE) Zoning Enforcement Officer and Property Maintenance & Housing Inspector certificates are highly desirable.</p>
Physical Demands	<p>Light work in an office setting. Lifting, carrying and/or pushing 25 pounds maximum.</p>
Probationary Period	<p>Twelve (12) months</p>