

**CITY OF FORT BRAGG
JOB DESCRIPTION**

JOB TITLE: **CODE ENFORCEMENT OFFICER**

REPORTS TO: **SPECIAL INVESTIGATOR**

TYPE: **FBE0**

*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.*

POSITION SUMMARY:

A full-time position, under the general direction of the Special Investigator. Coordinates and directs investigation and enforcement activities in support of the City's local code enforcement program; monitors and enforces a variety of applicable ordinances, codes, and regulations related to, nuisance housing, building codes, health and safety, blight, graffiti, water waste, licensing, and other matters of public concern. Interacts with the general public in a positive manner to explain and gain compliance with applicable codes in a tactful and timely manner. Incumbents must be familiar with a broad range of codes, ordinances, and regulations and have the ability to interpret and enforce those codes in the general citizen population.

Employee must:

- Be sufficiently adaptable to accept and perform in a timely and effective manner work assignments that are outside the normal day-to-day routine.
- Maintain courteous, professional, and effective working relationships with other City employees and members of the public.

ESSENTIAL FUNCTIONS:

Physical Requirements:

Constant sitting, keyboarding, observing computer screen, twisting in seated position; frequent bending, squatting, reaching, lifting boxes weighing 30 pounds or less, standing, walking, writing; occasional reaching above shoulders not to exceed 30 pounds, driving, moving and servicing equipment such as copiers and FAX machines, answering telephone. Requires the ability to give and receive oral information; the ability to climb flights of stairs; good reading comprehension; typing; computer literacy using diverse programs; the ability to sit for long periods in an office chair; driving a motor vehicle; the ability to occasionally work nights, weekends and long hours.

TYPICAL DUTIES AND RESPONSIBILITIES:

Essential duties may include, but are not limited to, the following:

- Take reports/complaints from the public, other City Departments, and other Government Agencies and coordinate the receipt of inquiries regarding municipal code violations.
- Complete investigations, including researching relevant code sections, taking photos of violations, and preparing code enforcement letters.

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- Perform fieldwork and site visits (occasionally in extreme weather conditions) to fully comprehend, analyze, and document complaints and violations.
- Keep ongoing documentation for violations, update and maintain accurate case files, track violations.
- Conduct follow-up procedures including the preparation of additional correspondence, site visits, communication with complainants, attorneys, and property owners involved in code violation cases.
- Attend meetings and serve as a resource to other City Departments, the general public, and outside agencies in the enforcement of municipal code regulations; provide research and documentation for meetings.
- Interpret and explain municipal codes and ordinances to members of the general public, contractors, business owners, and other interested groups in the field, over the counter, and on the telephone.
- Prepare required documentation for legal actions and conduct follow-up once legal activities have been initiated; appear in court as a City representative on code enforcement matters.
- Confer with planning, building, and other staff, and the City Attorney regarding complaints to clarify interpretation of laws and procedures to be followed, particularly those referred for prosecution.
- Encourage voluntary compliance of code requirements for property owners, tenants, and citizens of the general population.
- Patrol the various areas in a City vehicle to identify and evaluate problems and/or ordinance violations and determine proper method to resolve violations.
- Assist in researching, drafting, and revising municipal codes.
- Develop forms and processes utilized to address various issues as well as prepare brochures and educational materials to inform the public about codes and expectations.
- Implement Code Enforcement Strategies consistent with the HUD CDBG Programmatic Guidelines during the duration of grant funding availability and billing and track time accordingly.
- Review professional journals, periodicals, and legislation to keep informed of regulatory changes.
- Attend and participate in staff meetings and provide status reports on assigned projects.
- Perform other duties as assigned.

MATERIALS, EQUIPMENT AND TOOLS:

Computer terminal, personal computer, telephone, copier, postage meter, printer, binding machine, shredder, city vehicle, and the internet. Software and programs such as Microsoft Office Suites, Parcel Quest, Springbrook, and Adobe Suites.

SPECIAL REQUIREMENTS:

Possession of a valid Class C or higher California driver's license.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Correct English usage, spelling, grammar, and punctuation.
- General office practices and procedures.
- Office/accounting machines and desktop computers used in word processing and record-keeping applications.
- General functions and activities of municipal government.
- Basic computational skills.

Ability to:

- Deal politely and effectively with the general public and co-workers.
- Follow complex procedures for a variety of processes.
- Organize and follow up on a variety of tasks in specific timeframes.
- Perform responsible clerical duties requiring the use of independent judgment.
- Multi-task and prioritize work flow.
- Consistently meet deadlines.
- Compose and prepare correspondence.
- Establish and maintain filing systems.

REQUIRED EXPERIENCE/EDUCATION:

High school diploma or equivalent.

DESIRABLE EXPERIENCE/EDUCATION:

- Experience in municipal code enforcement experience; and Code Enforcement Officer Certification from California Association of Code Enforcement Officers (CACEO) or another California recognized CE Training organization.
- Possession of an Associates' or Bachelor's degree from an accredited university in a related field.

NOTE: *Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*

Reviewed - Human Resources: _____ **Date:** _____

Recommended - Department Head: _____ **Date:** _____

Approved by – City Manager: _____ **Date:** _____

I have read and understand the contents of the job description:

Employee Signature: _____ **Date:** _____

