

CITY OF CLOVERDALE
CODE ENFORCEMENT OFFICER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

Definition

Under general supervision, effectively administers a code enforcement program whereby deficiencies in compliance of properties with applicable building, zoning, housing, and health and safety codes are identified through investigations, field inspections and analysis in order to induce corrective actions by property and business owners and to enforce code compliance in accordance with established laws, codes, ordinances, policies, and procedures. This position will perform code inspections, investigations, and enforcement pertaining to business permits and operations of businesses, including but not limited to, vacation rentals, cannabis cultivation, manufacturing, testing, dispensaries, and distribution. Performs other work as required.

Supervision Received and Exercised

Receives general supervision from the Assistant City Manager/Community Development Director. This position does not supervise staff.

Class Characteristics

The Code Enforcement Officer is a civilian staffed, journey level position in Planning and Building Department. This class is distinguished from the Associate Planner by the Planner's performance of professional land use and urban planning work. This class differs from the Senior Engineer by the latter's engineering responsibilities and the ability to supervise staff. The Code Enforcement Officer's assignments require the use of tact and judgment to educate the public and secure cooperation regarding expected compliance.

Examples of Essential Duties (Illustrative only)

- Enforces City regulations pertaining to business permits as prescribed in the Cloverdale Municipal Code, which may include but is not limited to, cannabis cultivation, manufacturing, testing, dispensaries, and distribution, housing, vacation rentals, quality of life, weed abatement, vehicle and recreational vehicle parking and storage, water conservation enforcement, and the Industrial Waste Water Program;
- Conducts field inspections to ensure compliance with appropriate codes, ordinances, regulations, and laws;

- Investigates, reviews, and responds to complaints of possible violations;
- Interviews property and business owners, residents, and members of the public concerning violations;
- Solicits community participation to gain support and input in resolving compliance issues;
- Provides information and educates property and business owners to facilitate compliance;
- Establish and maintain effective working relationships with property owners, tenants, the general public, officials, and other agencies;
- Issues Notices of Violations and other similar notices as necessary;
- Tracks compliance issues, maintains logs, and prepares written reports on activities and actions taken;
- May assist or represent the City in prosecution of violators, including preparing files, providing testimony and serving as witness on behalf of the City in court;
- May assist with preparation of permits;
- May be assigned code enforcement duties pertaining to the backflow program;
- Although primary duties pertain to code enforcement, may provide general support to the Community Development Department.

Qualifications

Knowledge of:

- Applicable State, and local laws, codes, and regulations, including administrative and department policies and procedures.
- Investigative principles and practices.
- Report writing including correct English usage, spelling, vocabulary, grammar, and punctuation.
- Safe and efficient work practices as they relate to code enforcement.
- Principles and procedures of record keeping.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Techniques for providing a high level of customer service by effectively dealing with the public, business owners, tenants, and City staff.
- Knowledge of the principles of project management.

Ability to:

- Understand and explain State, and local laws, codes, and regulations.
- Communicate effectively both orally and in writing; follow oral and written directions.
- Deal tactfully with the public, business owners, and others in providing information, answering questions.
- Make sound, independent decisions within established policy and procedural guidelines.
- Prepare clear and concise reports, correspondence, and other written materials.
- Operate office equipment and computer applications related to the work.
- Organize own work, set priorities, and meet critical deadlines.

- Use tact, initiative, prudence, and independent judgement within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience

Equivalent of an Associate Degree with course work in code enforcement, criminal justice, or public administration and two years of experience working with the public providing interpretation of rules, regulation, codes, laws, or procedures, preferably with one year experience in code inspection and enforcement. Planning or code enforcement experience may be substituted for education on a year for year basis.

License Requirement

Possession of a Class C California driver's license by date of appointment. Possession of basic Code Enforcement Officer Certification issued by the California Association of Code Enforcement Officers within one year of appointment.

Working Conditions

Position requires prolonged sitting, standing, walking, reaching, repeated twisting of upper body, turning, kneeling, bending, stooping, squatting, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires the necessity of acute near and far vision. The needs to lift, push, and move items weighing greater than 30 pounds is also required. Additionally, the incumbent in this position works in all weather conditions subjecting the incumbent to dampness and dust.