

**CODE ENFORCEMENT OFFICER**

*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.*

**DEFINITION**

To perform technical office and field work in public education and enforcement of codes and ordinances; to assist in processing and presenting related notices, reports and public hearing documents; and to do related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives immediate supervision from the Senior Planner.

**ESSENTIAL FUNCTION STATEMENTS** - - *Essential responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

1. Conduct field checks to uncover possible violations of a variety of City codes and ordinances including zoning, nuisance, property maintenance, and housing.
2. Analyze and make recommendations on policy development.
3. Investigate possible violations; contact responsible individuals in person and in writing; perform follow-up investigations to see that remedial action has been taken.
4. Work closely with homeowners, business and community groups to enhance and preserve the quality of neighborhoods through public relations, educational and code enforcement activities.
5. Coordinate inspections and dispositions of cases with public works, building, planning, parks and recreation, city attorney, fire, police, county health officials, and other agencies.
6. Respond to citizen complaints regarding code violations; exercise appropriate judgement in prioritizing calls; investigate and resolve problems, provide information to public by phone and in person regarding regulations.
7. Assist in determining appropriate disposition of outstanding cases after consulting with City Attorney, Building and Planning personnel; issue citations for infractions as provided by the Municipal Code;
8. Coordinate potential application of available loan and grant programs; prepare and present code violation cases before appropriate commissions and City Council; assist Attorney's office in preparing cases for court action.
9. Develop and implement effective public education strategies concerning the codes and ordinances; assist in carrying out public outreach strategies.
10. Make presentations to community groups, business organizations, and school groups.

**Marginal Functions:**

Other duties as assigned.

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**QUALIFICATIONS**

**Knowledge of:**

Principles and practices of investigation.  
Principles of customer service.  
Elements of effective public education and community relations.  
Basic principles, practices and techniques of zoning and code enforcement.  
Working in a diverse community.  
Safe and efficient work practices as they relate to code enforcement.  
Basic computer software programs such as word processing and databases.

**Ability to:**

Learn and apply City codes, ordinances, laws and regulations pertaining to nuisance, property maintenance and zoning appropriate to facts observed with impartiality and efficiency.  
Learn principles, practices, methods and techniques of code enforcement and neighborhood preservation.  
Learn general City services and the municipal organizational structure as they relate to code enforcement.  
Learn what evidence is necessary to present a case in a hearing or for court.  
Understand legal descriptions and boundary maps of real property.  
Respond to inquiries, complaints and requests for service in a fair, tactful and firm manner.  
Analyze and compile technical information on code investigations and violations.  
Analyze and make recommendations concerning policy development applicable to code enforcement and procedures.  
Apply investigative techniques useful in ensuring compliance with appropriate codes and ordinances.  
Establish, maintain, and foster team spirit and cooperation.  
Maintain and update records, logs and reports.  
Work effectively with other City departments.  
Communicate clearly and concisely, both orally and in writing, to the public, Commissions, and City Council.  
Establish and maintain cooperative working relationships with those contacted in the course of work, including the public, commercial and residential associations, advisory commissions, and City Council.

**Experience and Training Guidelines:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Two years experience in public contact work involving investigation or inspection skills, with at least one year experience in code enforcement related work.

**Training:**

AA degree from an accredited college; BA degree desirable.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid California driver's license.

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**WORKING CONDITIONS**

**Environmental Conditions:**

Office and field environment; travel from site to site; exposure to computer screens, inclement weather conditions; work or inspect in confined spaces; work around heavy construction equipment.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; operating motorized vehicle.