

CITY OF TAFT

CLASS TITLE: CODE COMPLIANCE SPECIALIST

SALARY RANGE 41.8
\$1,772 - \$2,154 Bi-weekly

BASIC FUNCTIONS:

The Code Compliance Specialist is responsible for the enforcement of a variety of municipal codes, ordinances and rehabilitation programs which were created to promote the health, safety, and welfare of Taft citizens. Under general supervision performs a variety of technical duties in support of the City's municipal code enforcement programs including but not limited to zoning, signs, nuisance abatement, parking citations, abandoned vehicles, code violations, and other routine and complex duties relative to assigned areas of responsibility.

SUPERVISION RECEIVED

Works under the general supervision of the Police Chief or his/her designee. This position is in the Police Department.

SUPERVISION EXERCISED

Generally, none.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Perform a variety of technical duties in support of the City's municipal code enforcement program; ensure compliance with City regulations and ordinances pertaining to zoning, sanitation, signs and related health and safety codes.

Inspect single family homes, apartment buildings, businesses and vacant lots; ensure compliance with City zoning, property maintenance, health and safety requirements; inspect obstructions to sidewalks and streets; conduct follow up inspections to ensure compliance with appropriate codes and ordinances.

Inspect residences and businesses for trash violations, junk vehicles, zoning problems, set backs or illegal business operations; take field notes and photographs as needed; contact property owner to inform them of code violations.

Respond to citizen complaints and reports from other agencies and departments on alleged violations of City zoning and related municipal codes including substandard structures, zoning violations, debris, unsanitary conditions, abandoned or inoperative vehicles and related incidents; interview complainant and witnesses; conduct investigations and provide recommendations for resolution.

Interpret and explain municipal codes and ordinances to members of the general public, contractors, business owners and other interested groups.

Maintain accurate documentation and case files on all investigations; initiate and maintain records; take photographs and notes for future inspections; take notes from telephone conversations and type complaints.

Review and interpret existing ordinances; draft new nuisance ordinances; assist in making presentation before the City Council for acceptance of new ordinances; prepare documentation for public distribution.

Establish and maintain effective working relationships with County and State agencies, developers, contractors, and general public.

Prepare and compile documentation for attorneys prosecuting code violation cases; as required, provide testimony in court and administrative hearings.

Provide assistance to planning staff; provide information to the general public regarding various planning codes.

AUXILIARY FUNCTION STATEMENTS

Follow all safety rules and procedures established for work area.

Perform related duties and responsibilities as required.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Operations, services and activities of a municipal code enforcement program including zoning, nuisance abatement and signs;

Principles, practices, methods, techniques and terminology of municipal code enforcement;

Methods and techniques of conducting and documenting field investigations;

General building construction methods and materials;

Legal actions applicable to code enforcement compliance;

Principles and procedures of record keeping and maintenance;

Modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications;

Pertinent Federal, State and Local codes, laws and regulations;

Ability to:

Perform municipal code enforcement duties and responsibilities;

Interpret, explain and enforce applicable codes, ordinances and regulations related to zoning, nuisance abatement and health and safety issues;

Inspect and identify violations of applicable codes and ordinances;

Investigate complaints and mediate resolutions in a timely and tactful manner;

Prepare accurate and detailed documentation of investigation findings;

Research, compile and collect data;

Prepare clear and concise technical reports;

Maintain complex files and records;

Understand and carry out oral and written instructions;

Communicate clearly and concisely, both orally and in writing;

Establish and maintain effective relationships with those contacted in the course of work;

Education and Experience:

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

Education:

High School graduation or GED equivalent; specialized training in law enforcement, public or business administration or a related field; and

Experience:

Two (2) years of increasingly responsible code enforcement experience;

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City.

License or Certificate

Possession of an appropriate, valid California Driver's License or ability to obtain one;

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both an office setting and outdoors. Outdoor work is required in the inspection of various properties or nuisances. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee often works in outside weather conditions. The employee occasionally works near substandard buildings or properties, which may expose employee to dirt, mold, animal wastes, and other hazardous or non-hazardous materials.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

SELECTION GUIDELINES

City of Taft application, rating of education and experience; oral interview and reference check; job related tests may be required including a physical by the City physician.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.