

CITY OF LOMPOC

CODE ENFORCEMENT OFFICER Series Specification

DEFINITION:

This series specification describes two classes which, under general supervision, perform technical inspections, investigative, and compliance work related to municipal code violations; respond to requests and complaints; issue warnings and citations; maintain related reports and records; monitor the City-wide code enforcement plan; and perform other related duties as required.

CLASS TITLES:

Code Enforcement Officer I
Code Enforcement Officer II

CLASS CHARACTERISTICS:

Positions in the classes perform skilled inspection, investigation, and compliance duties related to violations of codes, ordinances, laws, and/or regulations in the areas of building and land use, zoning, nuisance, environment, neighborhood enhancement, health and safety ordinance, and weed abatement; and perform a variety of technical tasks relative to the assigned area of responsibility. The classes are differentiated on the basis of breadth of knowledge and length of experience, and level of CACEO certification possessed. Positions are flexibly staffed and incumbents are expected to advance to the II level.

LICENSE/CERTIFICATES REQUIRED:

Possession of a valid and appropriate California Driver License. Completion of PC 832 is highly desirable prior appointment and required as a condition of successful completion of probation.

Code Enforcement Officer I: California Association of Code Enforcement Officers (CACEO) Basic certificate is required as a condition of successful completion of probation. Possession of ICBO/AACE and/or SCACEO certificate is desirable.

Code Enforcement Officer II: California Association of Code Enforcement Officers (CACEO) Intermediate and/or Advanced certificate is required. Possession of ICBO/AACE and/or SCACEO certificate is desirable.

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ESSENTIAL FUNCTIONS:

The following duties are typical of this classification. Incumbents may not perform all of the duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

All Levels:

Receives and responds to citizen inquiries and other complaints related to violations of the City municipal code, including but not limited to building zoning, nuisance, environment, neighborhood enhancement, health and safety ordinance, and weed abatement; interprets and enforces provisions of municipal codes and ordinances, state and federal laws and/or regulations pertaining to code enforcement; investigates alleged violations and citizen complaints; conducts field checks to uncover/respond to alleged violations; issues notices of violation and citations; issues warning and compliance letters; attempts to gain compliance; performs follow-up investigations to ensure compliance; initiates legal action when required; testifies when necessary; compiles and monitors statistical information on permits and inspections; issues permits; assists in collecting, compiling and analyzing data; investigates and resolves problems; monitors the City-wide code enforcement plan; provides information to the public and other City departments; assists City departments with municipal code enforcement activities; prepares correspondence and reports; prepares cases including history, facts, photos and other needed information; carries out preventative enforcement; maintains code enforcement reports, files and documents; patrols assigned areas of the City to locate and observe violations; photographs violations for the purpose of evidence and identification; coordinates inspections and dispositions of cases with other city departments and outside agencies; conducts property searches for legal descriptions and corrects property owner; and performs other duties as assigned.

PERIPHERAL FUNCTIONS:

Use and operate computers and various office equipment; database software; small hand tools; motor vehicle; portable radio and cellular telephone.

PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS

The conditions herein 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.

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Physical:

Strength Category: Medium-exert force of 20-50 pounds occasionally, 10-25 pounds frequently or up to 10 pounds constantly to lift, carry, push, pull or move objects. Frequent walking, standing, bending, stooping and sitting. Occasional fingering, typing, crouching, climbing stairs, ladders and scaffolding, reaching at, above, and below shoulder level, extending neck upward, downward and side-to-side, pushing, pulling, and twisting at the waist. On rare occasion crawls, kneels, handles, grips and grasps.

Vision: visual acuity sufficient to perform the essential functions of the position.

Hearing: effectively hear/comprehend oral instructions and communication.

Mental/Psychological:

Work cooperatively and interact appropriately with those contacted in the course of work, including the general public, without exhibiting extreme responses; respond appropriately to criticism from supervisor; read/comprehend complex material; utilize complex math skills; utilize complex writing skills; understand, remember and carry out complex, detailed job instructions; communicate effectively orally and in writing; respond quickly to changing priorities; work under pressure; and work within deadlines.

ENVIRONMENTAL CONDITIONS:

Works outdoors frequently and indoors occasionally. Frequently works alone, occasionally works with others. Noise level in the work environment is usually quiet in the office, and moderate to loud in the field. Frequently exposed to slippery or uneven walking surfaces, and drives City vehicle. Occasional use of computer, working at unprotected heights, around machinery, and exposure to dust and fumes. On rare occasion exposed to gases and odors, excessive noises, electrical energy, solvents, grease or oil, flames/smoke, and extreme temperatures.

MINIMUM QUALIFICATIONS

Knowledge of:

All Levels:

- Principles, practices, and techniques of inspection and investigation;
- Principles, practices, methods and techniques of ordinance enforcement;
- Methods and techniques of conflict resolution;
- Research and report writing techniques;
- Research methodology and data collection techniques;
- Principles and practices of exemplary customer service;
- Computer terminology and processes;
- Database programs and designated software packages;

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Standard and accepted records management practices;
Safety and efficient work practices relative to code enforcement;
Standard and accepted English grammar, spelling, punctuation, and usage.

Code Enforcement Officer II:

Organization, procedures, and operating details of the assigned area of code enforcement and City's code enforcement plan;
Applicable City, State, and Federal codes, ordinances, and regulations related to assigned area of code enforcement and related activities;
General City services and the municipal organizational structure as they relate to ordinance enforcement;
Regulations and requirements of court evidence;
Municipal code administrative fine procedures.

Ability to:

All Levels:

Interpret and enforce City Codes, Ordinances and laws pertaining to building, land use, zoning, nuisance, health, safety and welfare;
Conduct field survey and notification for weed abatement on an annual basis;
Learn the geography of the City;
Understand and interpret legal descriptions and boundary maps of real property;
Gather data and evidence;
Analyze and compile technical information on investigations and violations;
Apply investigative techniques useful in insuring compliance with appropriate codes and ordinances;
Maintain and update records, logs land reports;
Prepare clear and concise reports;
Communicate clearly and concisely, both orally and in writing;
Operate a computer and City vehicle/equipment;
Demonstrate strong interpersonal skills;
Take a proactive approach to problem solving;
Use good judgment and make sound recommendations;
Work independently;
Establish and maintain cooperative working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. The typical qualifying entrance background is:

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Code Enforcement Officer I: Education must be equivalent to a high school diploma. Must possess two years extensive public contact experience, dealing with difficult people, and/or one year experience in varied responsible work at a skilled level in code enforcement, and/or one year experience in building construction inspection. Substantial experience in producing letters, narrative reports, and maintaining computer information databases is desirable. Additional inspection experience and college level course work in Architecture, Public/Business Administration, Psychology, Sociology, Law Enforcement or a closely related field is highly desirable.

Code Enforcement Officer II: In addition to above, must possess three years code enforcement and/or building inspection experience, which included significant public contact; of which two years experience is with the City of Lompoc, or equivalent professional experience with a governmental agency. Associates degree in a related field is highly desirable.