



## **CITY OF CALEXICO**

### **CLASS TITLE: CODE ENFORCEMENT OFFICER**

**MONTHLY: \$3,467 - \$4,214**

**RANGE: G-28**

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of municipal code enforcement duties to assure compliance with City land use and related codes and laws regulating construction, business licenses, zoning and housing; provide information and assistance to other departments and the public regarding code enforcement, municipal code requirements and other assigned functions.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Perform a variety of municipal code enforcement duties to assure compliance with City land use and related codes and laws regulating construction, business licenses, zoning and housing; perform building inspections; coordinate code enforcement activities with other City departments.

Locate and investigate reported violations of City land use and municipal code violations; obtain relevant information through public contacts and other investigative techniques including site inspections; photograph violations; identify and explain violations, issue citations and stop work orders as appropriate.

Conduct business license and sidewalk sale inspections to assure City business, vendors and other agencies comply with established codes and requirements; identify violations, provide warnings, issue citations and recommend corrective actions; follow up on citations to assure compliance.

Provide consultation and technical assistance to the public concerning code enforcement, municipal code requirements and assigned functions; respond to inquiries and provide detailed and technical information concerning related laws, standards, codes, rules, regulations, policies and procedures; interpret and explain necessary measures for compliance.

Investigate and assist in mediating public complaints; provide information by obtaining relevant information and responding to public inquiries; follow up reported violations to assure violations have been corrected; attend related meetings.

Compile information and prepare and maintain a variety of records, reports and files related to code enforcement, inspections, permits, citations, warnings, violations and assigned activities; prepare and distribute correspondence to property owners regarding violations.

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Investigate public complaints and locate violations of the City's zoning ordinance; seek abatement of violations through both verbal and written contract with the public.

Inspect yard sales to assure residents possess appropriate permits; inspect commercial banners placed on buildings to assure proper permits have been obtained.

Communicate with City personnel, various outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, digital camera, two-way radio, computer and assigned software.

Collaborate with fire and police personnel in the enforcement of weed and abandoned vehicle abatement codes and requirements; prepare and distribute notices to property owners as needed

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Practices, techniques, policies and procedures of building code enforcement.

Applicable laws, codes, rules, requirements and regulations related to assigned activities including municipal codes and ordinances.

Principles, practices and techniques of land use.

City organization, operations, policies and objectives.

Structural and zoning codes and requirements.

Record-keeping and report preparation techniques.

Legal enforcement procedures.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operation of a variety of office equipment including a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Perform a variety of municipal code enforcement duties to assure compliance with City land use and related codes and laws regulating construction, business licenses, zoning and housing.

Provide information and assistance to other departments and the public regarding code enforcement, municipal code requirements and other assigned functions.

Locate and investigate reported violations of City land use and municipal code violations.

Conduct business license and sidewalk sale inspections to assure City business, vendors and other agencies comply with established codes and requirements.

Identify and explain violations, issue citations and recommend corrective actions.

Understand and work within scope of authority.

Interpret, apply and explain applicable laws, codes, rules, ordinances and regulations.

Maintain records and prepare reports.

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Determine appropriate action within clearly defined guidelines.  
Meet schedules and time lines.  
Operate a variety of office equipment including a computer.  
Plan and organize work.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years of experience in land use, municipal code enforcement or a related field.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information in person or on the telephone.  
Sitting or standing for extended periods of time.  
Bending at the waist, kneeling or crouching to file materials and inspect sites.  
Walking.

**HAZARDS:**

Potential for contact with dissatisfied or abusive individuals.  
Exposure to dust and fumes.  
Working on ladders and scaffolding.