

CITY OF SAN JUAN CAPISTRANO

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 field inspections of properties to ensure compliance with applicable zoning, safety, fire and nuisance codes, ordinances and abatement regulations; to serve as a resource to other departments, divisions, and agencies; to resolve complaints; and to perform a variety of technical duties relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Building and Code Enforcement Manager.

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

Essential Functions:

1. Inspects single family homes, apartment buildings, businesses and vacant lots; ensures compliance with applicable zoning and nuisance codes, ordinances and regulations; issues notices of violation; performs follow-up inspections as necessary, issues citations and impound property.
2. Responds to alleged violations of municipal housing, building and vehicle codes; interviews complainant and witnesses; takes photographs of violations and documents activities.
3. Performs research to determine the approved conditional uses of property; contacts owners and takes actions to enforce City codes.
4. Inspects property for abandoned or inoperative vehicles; issues notices for vehicle abatement if necessary; oversees abatement and removal of vehicles.
5. Coordinates code enforcement activities with the Sheriff's department; reports abatements and prepares related reporting documents.
6. Serves as a resource to other City departments and the general public regarding zoning and other code requirements.
7. Serves as the State/County Water Quality Regulations and NPDES Officer.
8. Removes illegally placed signs from public and private property and/or public right-of-way.
9. Assists in promoting the City's neighborhood preservation program objectives; coordinates with City departments; monitors project activity related to neighborhood preservation.
10. Maintains records and prepare case files or investigative reports for all code enforcement inspections and surveillance activities.
11. Assists in preparing case reports for court or administrative proceedings; testifies in court and at administrative proceedings as necessary.
12. Performs related duties and responsibilities as required.

CITY OF SAN JUAN CAPISTRANO
Code Enforcement Officer (*Continued*)

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a code enforcement program.
Pertinent Federal, State and local codes, laws and regulations related to building, zoning, housing and nuisance.
Methods and techniques of public relations.
Principles and procedures of record keeping.
Principles of business letter writing and basic report preparation.
Modern office procedures, methods and equipment including computers.
Local geography and street locations.

Skill in:

Interpreting and enforcing applicable zoning, nuisance, health and safety requirements, codes, ordinances and regulations.
Operating office equipment including computers and supporting word processing and spreadsheet applications.
Preparing clear and concise reports.
Responding to requests and inquiries from the general public.
Conducting investigative research and interviewing witnesses.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

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 of code enforcement experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in the building trades and/or code enforcement.

License or Certificate

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

Possession of a PC 832 certificate.

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions; extensive public contact.

Physical Conditions:

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