



**Department:** Development Services  
**Prepared By:** Steve Ayers

**FLSA Status:** Non-Exempt  
**Prepared Date:** Sept. 2018

**JOB TITLE:** Part Time Code Enforcement Officer

**SUMMARY:**

Under the general direction of the Building Official, will support Code Enforcement activities related to cannabis business license regulations, will respond to complaints from public and staff, performs inspections and investigations, conduct building and housing code inspections, and prepare and maintain records and files.

**ESSENTIAL DUTIES AND RESPONSIBILITIES LISTED BY PRIORITY/FREQUENCY:**

- Investigates reports of violations of laws relating to cannabis regulations, nuisances and zoning which typically includes illegal home occupations, illegal second units, illegal occupancy of miscellaneous structures, dangerous structures, fence violations, illegal signs, graffiti, debris, weeds, inoperable and illegal vehicles on private property, sanitation problems, noise violations; monitors sites for compliance, conducts follow-up investigations, and oversees abatement of violations. (50%)
- Coordinates code enforcement and nuisance abatement programs for blighted areas throughout the City and provides information to the public on Municipal Code requirements and compliance; provides notification of violations to property owners and achieves compliance by issuing warnings and citations; locates owners of property using tax rolls, maps, and court records. (20%)
- Keeps field notes, takes photographs and writes letters and notices; prepares detailed written reports and routine correspondence; provides evidence and testimony at City hearings and in court; maintains inspection files and records; attends meetings and conferences as assigned. (25%)
- Coordinates with and performs joint inspections with other City departments, Shasta Lake Fire Protection District, the Sheriff's Department, Shasta County Environmental Health, Shasta County Adult Protective Services and Children's Protective Services and other outside agencies. (5%)
- Perform related duties as assigned.

**MINIMUM QUALIFICATIONS, EDUCATION, AND EXPERIENCE:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



- Two years related experience and/or training; or equivalent combination of education and experience.
- Conduct property inspections.
- Read, understand, apply and explain building and zoning codes.
- Understand legal aspects of code enforcement and investigation techniques.
- Communicate effectively, both orally and in writing.
- Work independently without close supervision.
- Prepare clear, comprehensive reports.
- Prioritize and schedule work.
- Explain and enforce policies and regulations.
- Meet schedules and timelines.
- Keep up-to-date of knowledge of regulations.
- Establish and maintain positive relationships.
- Operate a computer and related software.
- Plan, coordinate and document projects.
- Represent the department at meetings.

#### **PREFERRED QUALIFICATIONS AND EXPERIENCE:**

Possess the knowledge of:

- State and City laws, codes, ordinances and zoning regulations.
- Code enforcement and nuisance abatement procedures.
- Blueprints and schematics used in building construction.
- Legal aspects of code enforcement and investigation techniques.
- Department operations and policies.
- Principles of training and work direction.
- Principles and practices of management.
- Policies and objectives of assigned programs.

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Required: Valid California driver's license.
- Preferred, but not required: possession of valid Code Enforcement Officer Certification through CACEO (California Association of Code Enforcement Officers) or other approved organizations.

Every individual holding this position must possess and maintain all certificates, licenses and registrations required by law at the current time or in the future.



#### **PHYSICAL DEMANDS:**

- Sitting, standing, stooping, walking, climbing, grasping, lifting, manual dexterity, clear speech, clear hearing, clear seeing and driving.
- Required to climb or balance and perform work which involves lifting, pushing and/or pulling of objects which approximate 50 pounds.
- 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 ENVIRONMENT:**

- Works in both inside and outside environmental conditions.
- Verbal, face-to-face contact, email, and telephone.
- Occasionally exposed to inclement weather conditions.
- Noise level in the work environment is usually moderate.
- 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.