

**CLASS SPECIFICATION
Code Compliance Officer I**

GENERAL PURPOSE

Under supervision and in a training capacity, performs routine field inspections of public and private property to ensure compliance with City municipal and building code provisions; explains regulations relating to municipal and building codes to the public; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Code Compliance Officer I is the entry-level and training class in the code compliance class series. Initially under close supervision, incumbents are responsible for performing routine field inspections of public and private property to ensure compliance with City municipal and building code provisions.

Code Compliance Officer I is distinguished from Code Compliance Officer II in that incumbents in the latter class have full, journey-level knowledge of code compliance requirements and are assigned more complex inspections and cases.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below 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 this class.

1. Performs routine inspections and re-inspections of public and private property to ensure compliance with City municipal and building codes, including inspections of substandard buildings and housing properties; investigates and determines existence and type of municipal or building code violations and recommends corrective actions to bring about compliance; determines time frames for compliance achievement; issues verbal warnings, notices of violation, notices to abate nuisances and administrative citations in accordance with City Municipal Codes, administrative policies and division policies; issues notices of non-compliance; maintains an active caseload and documents investigations and inspections made.
2. Answers inquiries from and advises property owners, builders and the public regarding compliance with City municipal and building codes; responds to citizen complaints regarding potential code violations; conducts research regarding property ownership, current and past permits and applications and applicable codes; prepares administrative search or seizure warrants or warrants for demolition; obtains warrants to perform inspections of property, abatements of property or to demolish buildings; coordinates code enforcement actions with other City departments and other governmental agencies when necessary; represents the City in court and testifies regarding code violations.
3. Participates in neighborhood projects, including neighborhood clean-up and enhancement projects; determines locations of neighborhood events; distributes fliers and prepares correspondence to citizens regarding City-sponsored neighborhood events; ensures dumpsters are in place and hazardous materials are not dumped in dumpsters; checks equipment out of clean sweep trailer.

4. Issues written warning and parking citations to illegally or improperly parked vehicles and abandoned vehicles; responds to or initiates abandoned vehicle cases; works with property owners to have vehicles removed; notifies vehicle owners of need to remove their vehicles; makes arrangements with towing companies to have abandoned vehicles towed away; completes incident forms and junk slips and enters vehicle information into NCIC.
5. Processes vendor permit requests, including scheduling appointments, reviewing documentation for authenticity and completeness and contacting issuing agencies to confirm vendor status; creates and generates vendor identification cards; inspects vendor vehicles for compliance; issues and affixes vendor vehicle tags to vehicles and vendor identification cards; coordinates vendor sweeps with local government and law enforcement agencies; contacts vendors that are illegally selling, peddling or soliciting in the City; issues court citations and documents items being sold; seizes items being sold and documents storage of evidence as necessary; testifies at court hearings as needed.
6. Works with Moreno Valley Police staff to schedule meetings and hearings and the service of paperwork against citizens suspected of graffiti; reviews police reports; gathers evidence and processes appropriate court paperwork; testifies at court hearings as needed; works with offenders to make payment arrangements to the City for reimbursement of graffiti removal; removes illegally displayed banners and signs and issues written warnings and administrative citations.
7. Responds to and investigates calls for service regarding mosquitoes, bees, rats or flies; issues notices of violation, notices to abate nuisance and administrative citations; identifies and monitors potential sources of mosquito breeding; works with Riverside County Vector Control to treat sources of mosquito breeding as needed.
8. Researches City businesses to ensure valid licensing and compliance with applicable codes and conditions of operation; issues written warnings and administrative citations; testifies at court hearings as needed.
9. Maintains accurate, complete records of complaints, inspections, violations and citations; prepares periodic written reports detailing code enforcement activity.

OTHER DUTIES

1. May attend a variety of meetings and conferences.

QUALIFICATIONS

Knowledge of:

1. City, county, state and federal laws and regulations and municipal codes relating to building, permits, public health, public safety, peace and public nuisance.
2. Methods, procedures and techniques used in the identification, interpretation and enforcement of a wide variety of code violations.
3. Principles and methods of research and investigation related to code enforcement.
4. Effective public relations practices.

5. Evidentiary requirements for courts of law.

Ability to:

1. Recognize conditions that constitute code violations.
2. Analyze potential code violations accurately and adopt effective resolution processes.
3. Research and interpret building and municipal codes.
4. Perform code enforcement activities with minimum supervision.
5. Follow oral and written directions.
6. Communicate clearly and effectively, both orally and in writing.
7. Maintain accurate records and prepare clear and concise reports and documentation.
8. Make sound judgments within established guidelines.
9. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
10. Establish and maintain effective working relationships with City management, staff, property and business owners, vendors, the public and others encountered in the course of work.
11. Obtain valid Post PC 832 certification.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and one year of experience with municipal ordinances and codes involving public contact; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

AACE, ICC and CACEO Certification Training is preferred.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; stand; talk and hear; walk; sit; climb or balance; stoop, kneel, crouch or crawl; and lift or move up to 100 pounds.

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

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; interact with City management, staff, property and business owners, vendors, the public and others encountered in the course of work, some of whom may be dissatisfied or quarrelsome.

WORK ENVIRONMENT

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

The employee regularly works in outside weather conditions. The employee is occasionally exposed to wet or humid conditions, vibration, airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level is occasionally loud.