



CITY OF CAMARILLO

Code Compliance Officer	Job Code: 707 FLSA: Non-Exempt
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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.

SUMMARY DESCRIPTION

Performs a variety of technical duties in support of the City's local code compliance program; researches, investigates, monitors, and enforces a variety of applicable ordinances, codes, and regulations related to zoning, signage, land use, abandoned vehicles, public nuisances, weed abatement, and other matters of public concern; and serves as a resource and provides information on City regulations to property owners, residents, businesses, the general public, and other City departments and divisions.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed 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.

1. Performs a variety of field and office work in support of the City's local code compliance program; enforces compliance with City regulations and ordinances including those pertaining to zoning, signage, land use, abandoned, illegally parked/stored, and inoperable vehicles, public nuisances, weed abatement, and other matters of public concern.
2. Receives and responds to citizen complaints and reports from other agencies and departments on alleged violations of City zoning and related municipal codes and ordinances; interviews complainant and witnesses; conducts investigations and provide recommendations for resolution.
3. Conducts field investigations; inspects properties for violations; attempts to make contact at the residence or business in order to resolve violation; issues and posts warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedules and performs all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances; issues administrative citations and notices of violation as necessary.
4. Conducts building/home inspections to ensure all applicable building construction standards are permitted; coordinates with Building and Safety personnel to render building unsafe for habitation.
5. Determines if non-living spaces are being utilized as habitable space; enforces compliance with the municipal code to cease usage as required.
6. Initiates, investigates, and responds to illegal dumping and discharge to ensure the health, safety, and welfare of the community.
7. Checks businesses for current/correct licensing; conducts site inspections for home and business occupation permits.

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8. Pro-actively conducts various inspections to ensure compliance with City codes; identifies and evaluates problem areas and/or ordinance violations; determines proper method to resolve violations.
9. Prepares evidence in support of legal actions taken by the City; appears in court as necessary; testifies in hearings and court proceedings as required.
10. Maintains accurate documentation and case files on all investigations, inspections, enforcement actions, and other job related activities including accurate and detailed information regarding code compliance activity to substantiate violations; draw diagrams and illustrations and take photographs.
11. Prepares a variety of written reports, memos, and correspondence related to enforcement activities.
12. Cooperates with outside agencies to enforce multi-jurisdictional issues; consults with other agencies and City departments to investigate violations.
13. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a municipal code compliance program.
Pertinent codes, ordinances, laws, and regulations pertaining to zoning, nuisance abatement, building, health and safety, and related areas.
Procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations.
City services and organizational structure as they relate to code compliance.
Legal actions applicable to code enforcement compliance.
Basic court procedures and evidence code.
Federal and state search and seizure laws.
Effective public relations practices.
Basic conflict resolution skills.
Principles and procedures of record keeping.
Methods and techniques of business correspondence and technical report preparation.
Modern office procedures, methods, and equipment including computers and supporting word processing and spreadsheet applications.
Occupational hazards and standard safety practices.
Geographic features and locations within the area served.

Ability to:

Independently perform a full range of municipal code enforcement and compliance duties.
Interpret and apply applicable codes, ordinances, and regulations related to zoning, nuisance abatement, and health and safety issues.
Inspect and identify violations of applicable codes and ordinances.
Enforce pertinent codes, ordinances, laws, and regulations with impartiality and efficiency.
Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner.
Investigate complaints and mediate resolutions in a timely and tactful manner.
Prepare accurate and detailed documentation of investigation findings.
Maintain complex logs, records, and files.
Research, compile, and collect data.
Prepare clear and concise technical reports.

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Make oral presentations and testify in court
Work independently in the absence of supervision.
Read and interpret maps, plans, and legal descriptions.
Understand and follow oral and written instructions.
Type and enter data accurately at a speed necessary for successful job performance.
Utilize public relations techniques in responding to inquiries and complaints.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective professional working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to completion of the twelfth grade supplemented by specialized training and/or college level coursework in criminal justice, public administration, business administration, or other related field.

Experience:

One year of work experience involving a high level of public contact including some experience dealing with the public in an enforcement, inspection, investigation, or customer service capacity. Experience that includes the enforcement of municipal codes is highly desirable.

License or Certificate:

Possession of a valid California driver's license at a level appropriate to the equipment operated.
Successful completion of P.O.S.T. 832 P.C. course within six months of employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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 job functions.

Environment: Work is performed in indoor and outdoor environments; work alone; travel from site to site; incumbents may be exposed to noise, dust, inclement weather conditions, and potentially hostile environments.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and field environment; to stand, stoop, reach, bend, kneel, squat, climb ladders, and walk on uneven terrain, loose soil, and sloped surfaces; to lift and/or carry light weights; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.

April, 2008
Johnson & Associates