



# City of Watsonville

## Job Description

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**JOB TITLE:** CODE ENFORCEMENT OFFICER I

**DATE APPROVED:** August 29, 2017

**DEPARTMENT:** Community Development

**SUPERSEDES:** N/A

**REPORTS TO:** Building Official

**SUPERVISION:**

**EMPLOYEE UNIT:** SEIU

**FLSA:** Non-exempt

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### **JOB SUMMARY:**

Under general supervision, effectively administers the City's code enforcement program whereby, in coordination with other staff and agencies conducts inspections relative to enforcement of land use (zoning) ordinances, housing and building codes and other related codes; performs a variety of field and office functions in support of the code enforcement program; issues administrative citations; obtains and executes inspection warrants; may prepare and present reports to the Zoning Administrator, Planning Commission and/or City Council and makes recommendations to the Building Official.

### **EXAMPLES OF ESSENTIAL DUTIES:**

Duties may include, but are not limited to, the following:

- Performs building and site inspections, applying established, accepted inspection procedures
- When necessary, conducts new construction inspections under the typical duties of the Building Inspector
- Conducts investigations of complaints of possible violations
- Coordinates inspections with other departments and agencies such as the Fire Department and County Environmental Health
- Advises complaining parties of process. Provides general code information to the public
- Advises violators of ordinance requirements, processes and seeks voluntary compliance
- Takes photographs and gathers all pertinent information regarding violations
- Issues notices of violations, cease and desist orders, notice and orders to vacate and administrative citations
- Maintains all records related to inspections and actions. Prepares documentation for legal actions.
- Testifies in court proceedings regarding code violations and actions
- Prepares and presents reports to the Zoning Administrator, Planning Commission Building Official and City Council, as needed
- Maintains and prepares reports on code enforcement activities and other inspection activities
- Works safely and abides by established safety rules
- Effectively and tactfully communicates in both oral and written forms
- Uses a telephone and communicates via radio

- Responds to radio and pager signals
- Drives an automobile
- Incumbents in this job description may be called upon to work out of job class as a Building Inspector in accordance with MOU and City rules.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- housing, building, model codes and applicable State and Federal laws
- zoning, planning and other related land use laws
- principles, methods and techniques used in investigation and enforcement including legal constraints
- safety practices
- documentation and citation procedures
- construction methods and techniques

### **Ability to:**

- prepare clear concise written reports and correspondence
- research and compile data and keep accurate records
- interpret and evaluate issues and make recommendations both to supervisor and the public
- communicate effectively and make presentations
- operate a personal computer with proficiency using word processing, spreadsheet, database and permit tracking software
- respond to field conditions
- speak English; bilingual Spanish speaking skill highly desirable

### **PHYSICAL REQUIREMENTS:**

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Crawl under houses
- Reach above, at, and below shoulder level
- Grasp with right and left hands
- Work indoors in an office environment
- Work outdoors and exposed to inclement weather, dust, and construction site hazards
- Use a telephone and communicate via radio
- Prolonged sitting, standing, walking, kneeling, squatting and stooping and reaching in the performance of daily activities
- Work on slippery and/or uneven surfaces
- Repetitive hand movement and fine coordination in preparing reports using a computer keyboard
- Acute near and far vision in reading written reports and work related documents and in the performance of daily duties
- Acute hearing is required when providing phone and personal service

- Work outdoors in all weather conditions, including wet, hot and cold
- Drive a vehicle, climb into and out of appropriate vehicles; and up and down of stairs and ladders
- Intermittently bend and twist to reach equipment surrounding work area

### **TRAINING AND EXPERIENCE:**

Any combination of training and experience, which provides the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities is:

- Two (2) years of relevant experience that includes some responsibility for administration of a code compliance program, or related regulatory experience; or
- Certification as an International Conference of Building Officials (ICBO) building inspector, with two (2) years of building inspection or journey level construction experience; or
- A Bachelor's degree from an accredited college or university with a major in planning, urban studies, political science, police science, construction technology or a closely related field, with one (1) year of relevant experience.

### **LICENSE & CERTIFICATION:**

- Possession of a valid California Class C Driver's License and a safe driving record
- Within 9 months of hire date, completion of California Association of Code Enforcement Officers (CACEO) Module 1. A passing grade for Module 1 test is also required. In extenuating circumstances, the Department Head may grant up to a 6 month extension for completion.