

City of Emeryville/MESA

Created: May 2002

Updated: November 2022

TITLE: CODE ENFORCEMENT OFFICER

FLSA: EXEMPT

Class Code: 1805

CODE ENFORCEMENT OFFICER

DEFINITION:

Under general direction, develops, administers and manages a comprehensive code enforcement program for the rehabilitation and maintenance of private, residential and commercial properties including the investigation and enforcement of City Municipal Code sections, ordinances and resolutions and other codes and regulations relating to nuisance abatement, planning and zoning issues; makes critical decisions affecting the City, residents and businesses; makes independent decisions regarding compliance; makes referrals to appropriate regulatory or legal agency for action/abatement; and performs related duties as required.

Class Characteristics: This class is characterized by the level of independent action and authority provided in the performance of duties in the development and enforcement of regulatory ordinances and codes in the areas of planning, zoning, subdivisions, encroachment, building codes and other related areas. This position is afforded significant latitude in making decisions affecting the City and providing interpretations of laws, regulations, ordinances and legal authority. Positions in this classification report to the Chief Building Official or designee and are assigned to the Building Division of the Community Development Department.

Duties and Responsibilities: The duties and responsibilities listed below are illustrative only and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the classification.

Manages and administers the code enforcement program including the enforcement of a variety of occupancy, public nuisance, zoning and land use regulations such as those for commercial stores, contractors, subcontractors, residences and commercial establishments.

Investigates suspected code, ordinance, resolution and conditions of approval violations; conducts field investigations to verify violations; advises individuals of violations and the methods of abatement; issues appropriate warnings and violation notices; seeks abatement through voluntary compliance or, as necessary, through direct enforcement activities.

Provides public education regarding compliance with codes, ordinances and resolutions; explains related zoning, subdivision and related regulations to property owners and the

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general public; makes public information presentations on behalf of the City related to code enforcement; informs public of available programs for abatement activities.

Makes written and verbal presentations to policy committees and the City Council.

Makes referrals of violations to proper regulatory or legal agency for appropriate action or abatement; testifies in court, as required; collects and records evidence of violations. Prepares chronologies and citation narratives; maintains statistical logs; participates in conducting surveys and studies by gathering, compiling, tabulating and reporting data.

Drafts a variety of documents including ordinances, staff reports and letters to property owners and businesses.

Assists in coordinating code enforcement activities among City departments/divisions and applicable outside agencies; informs involved departments of activities in a timely manner; advises and counsels other departments and staff on code and ordinance interpretation.

Maintains accurate records of inspections made and other related business conducted on behalf of the City.

Operates office equipment such as personal computers and other equipment in the performance of work related to report generation and records management as needed.

Provides direction and supervision to support personnel and contractors including training and work review as assigned.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of principles and practices of effective management; principles and practices of municipal code enforcement; effective inspection methods; applicable laws, ordinances and regulations including land use provisions; legal authority to require action under applicable laws, ordinances, codes and regulations; interviewing techniques necessary to obtain investigative and personal data; applicable agencies for referral of violations; available resources for assistance in property improvement and re-habilitation; effective marketing and public outreach methods and techniques; effective public education and enforcement techniques; public speaking techniques; problem solving and negotiating techniques; computer software applications; correct English usage, including spelling, punctuation and grammar; simple research and statistical methods; methods and practices of effective public education.

Ability to apply sound management principles and practices in the daily exercise of duties; read and interpret a wide variety of codes, ordinances, rules and regulations; perform code enforcement activities under applicable laws, ordinances, codes and regulations; develop and maintain effective working relationships with those encountered in the course of the work including businesses, citizens, other staff and departments, regulatory and legal enforcement

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agencies; use tact and effectively enforce applicable laws and regulations; record, analyze and evaluate facts and evidence to draw logical conclusions; adopt effective courses of action; apply knowledge of applicable codes and ordinances to observations during inspections; make appropriate decisions and use independent judgment; communicate effectively both verbally and in writing; prepare reports and keep accurate records; research regulations and/or technical reference materials; recognize and respect limit of authority and responsibility; provide direction and supervision to assigned staff; perform related duties as required.

Demonstrate the ability to issue administrative citations; make appointments on short notice; travel significant distances on City business; attend evening meetings; sit, stand, walk, climb ladders and stairs and scaffolding; use office equipment, including a computer; travel to various sites throughout the City and other cities as necessitated by business; read printed materials, blue prints, building plans, computer screens; communicate in person and over the telephone; withstand exposure to changes to area climate; function in confined spaces and at varying heights.

EDUCATION/EXPERIENCE:

Any combination of education and experience that would likely produce the required knowledge and abilities is qualifying. A typical way to qualify is:

A high school diploma or GED equivalent, preferably supplemented by completion of an accredited technical school or college level program in code enforcement, building inspection, plan review, police sciences or a closely related field and three (3) years of public contact experience requiring investigation of, public education in, or enforcement of, governmental codes, regulations and ordinances.

Licenses/Special Requirements: Possession of a valid California driver's license with a satisfactory driving record OR demonstrated ability to travel to various locations in a timely manner.