



JOB TITLE: Code Enforcement Officer
Department: Development Services
FLSA Status: Full-time Non-Exempt
Prepared By: Jessaca Lugo, City Manager
Prepared Date: September 2018; Revised August 2024

SUMMARY:

Under the general direction of the Deputy Building Official, will support Code Enforcement activities related to cannabis business license regulations, will respond to complaints from the public and staff, perform 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.
- 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; notifies property owners of violations and achieves compliance by issuing warnings and citations; locates property owners using tax rolls, maps, and court records.
- 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.
- Coordinates with and performs joint inspections with other City departments, the Shasta Lake Fire Protection District, the Sheriff's Department, Shasta County Environmental Health, Shasta County Adult Protective Services, Children's Protective Services, and other outside agencies.
- 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 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 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 (certification to be received within one year of hire date).

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, hearing, seeing, and driving.
- Required to climb or balance and perform work that involves lifting, pushing, and/or pulling objects that weigh approximately 50 pounds.
- The physical demands described here are representative of those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these 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.
- The 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 essential functions.