

CODE ENFORCEMENT OFFICER II

DEFINITION

Under general supervision, performs advanced code enforcement work to ensure compliance with ordinances and codes governing zoning violations and abandoned vehicles; and does related or other work as required in accordance with Rule 3, Section 3 of the Civil Service Rules.

CLASS CHARACTERISTICS

This is the second level in the Code Enforcement Officer series. An employee in this class has certified, advanced level skills, and has responsibility for investigating zoning and abandoned vehicle complaints and issuing citations as appropriate. This class can be distinguished from Code Enforcement Officer I by the increased latitude for judgment and the complexity of assignments. Employees work alone in the field, although work is subject to periodic evaluation through inspection and review of reports by a supervisor.

TYPICAL DUTIES

1. Investigates zoning complaints and notifies property owners of violation; takes photographs of violations; performs routine follow-up investigation to ensure compliance and notifies concerned parties of action taken; field checks areas and updates land use.
2. Checks specific land for compliance of use permits, variances and development plans where applicant has been required to implement certain improvements to meet zoning requirements.
3. Receives complaints from citizens and other sources regarding abandoned vehicles on public right-of-way or on private property; fills out notice of violation and/or order to remove vehicle, then places it on vehicle.
4. Notifies vehicle owner and/or owner of property upon which the vehicle is located of the violation; contacts appropriate agency if vehicle is found to be stolen; performs routine follow-up investigation to ensure compliance with notice of violation; effects removal of abandoned vehicles.
5. Researches property ownership, zoning and parcel history; researches ordinances and history of ordinances.
6. Prepares cases for court; represents Department position in court on zoning cases; testifies in court trials.
7. May occasionally conduct joint inspections of property with Public Health, State and local fire prevention personnel, and State and local law enforcement agencies.

MINIMUM QUALIFICATIONS

Either I

Experience: One year as a Code Enforcement Officer I in San Joaquin County.

Or II

Education: Completion of 60 semester units from an accredited college or university with major coursework in the social or behavioral sciences or related field.

Experience: One year of public agency code enforcement experience comparable to Code Enforcement Officer I in San Joaquin County.

Substitution: Additional experience enforcing administrative rules and regulations which involved field investigations, responsibility for taking legal enforcement actions, and substantial public contact may be substituted for the required education on a year-for-year basis up to two years.

And

Certificate: Possession of an Enforcement Officer Certificate issued by the California Code Enforcement Corporation.

License: Possession of a valid California driver's license.

Knowledge of: Principles and practices of code enforcement; methods of conducting public agency code enforcement office and field investigations; methods and techniques used in researching ordinances and history of ordinances, property ownership and zoning.

Ability to: Interpret regulations, ordinances, codes and administrative procedures and enforce same with impartiality; perform code enforcement field inspections and investigations; establish and maintain effective working relationships with property owners, vehicle owners and the public; handle difficult public contact situation with tact; express oneself clearly and concisely, both orally and in writing; prepare records and reports.

Physical and Mental Requirements: **Mobility**—frequent operation of keyboards, sitting for long periods, driving; occasional standing for long periods, walking, pushing/pulling, bending/squatting, climbing ladders/stairs; **Lifting**—frequently 5 lbs or less; occasionally 5-30 lbs; **Visual**—frequent good overall vision, reading/close up work, and peripheral vision required; **Dexterity**—frequent repetitive motion and writing; **Hearing/Talking**—frequent hearing normal speech, hearing on the telephone/radio, talking in person and talking on the telephone; **Emotional/Psychological**—frequent public contact, decision making, concentration and working alone; occasional emergency situations, exposure to trauma/grief, working weekends/nights and overtime/travel; **Environmental**—occasional exposure to noise, dirt, dust, smoke, fumes, outdoor weather conditions.