

CODE ENFORCEMENT OFFICER

GENERAL STATEMENT OF DUTIES: To perform code enforcement work involving the external environmental and physical condition of buildings and sites. To insure compliance with established standards and ordinances, codes, rules and regulations; to prepare correspondence, records and reports; and to perform related work as required.

SUPERVISION RECEIVED: Work is performed under the direct supervision of the Housing Inspector and general supervision of the Community Development Services Director.

TYPICAL EXAMPLES OF WORK: An employee in this class may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform).

- Inspect houses, multiple dwellings, other structures and sites to insure compliance with codes.
- Inform and advise home owners and tenants regarding housing and related ordinances while in the field and take the necessary action to enforce codes and ordinances.
- Inspect and investigate substandard housing and nuisance violations involving unlicensed and inoperable vehicles, trash and debris, and other environmental problems; and initiate action as prescribed by codes and ordinances.
- Compile code violation documentation and prepare documentation for prosecution when owners or tenants fail to comply, and testify in court when required.
- Advise property owners and tenants of code violations through direct contact when possible to seek voluntary code compliance.
- Issue corrective and Emergency Orders with concurrence by the CDS Director or City Manager to ensure compliance.
- Arrange for boarding/securing of vacant structures to protect persons and property.
- Prepare and maintain records and reports of inspections, complaints and investigations.
- Perform related work as required.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT:

- Reasonable knowledge of the laws, ordinances, and codes dealing with minimum housing and zoning standards and requirements.
- Some knowledge of the methods, materials and techniques used in housing design and construction.
- Some knowledge of inspection methods, practices and techniques pertaining to building construction and zoning matters.
- Ability to read and interpret ordinances and statutes.
- Ability to detect minor structural and other faults.
- Ability to prepare and maintain correspondence, records and reports.
- Ability to work effectively with the public and other employees.

An employee in this class, upon appointment, should have the following minimum training and experience:

Graduation from an accredited high school.

Some experience in housing inspection, real estate or insurance appraisal work, or in the enforcement of local laws and ordinances.

Ferndale
January, 1988 -CSB
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