

CITY OF ARCADIA
SENIOR CODE SERVICES OFFICER

DEFINITION

Under general supervision, to coordinate complex code services issues, to enforce municipal codes and State and Federal laws and regulations related to municipal land use, zoning, nuisances, public safety, property maintenance, sanitation and health, building, and abatement; and to provide assistance to homeowners, tenants, and the business community.

SUPERVISION EXERCISED

May exercise technical and functional supervision over lower level staff and volunteers.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Receive, record, and investigate complaints from the public and staff regarding violations of municipal codes, ordinances, standards, and health and safety regulations; document violations by securing photographs and other pertinent data; research ownership records, prior complaints, municipal codes and ordinances, and State regulations to establish whether a violation has occurred.

Initiate contacts with residents, business representatives, and other parties to explain the nature of incurred violations and to encourage compliance with municipal codes, zoning and land use ordinances, and community standards.

Prepare notices of violation or noncompliance and citations according to applicable codes and regulations; issue letters to property owners notifying them of violation.

Coordinate and conduct follow-up abatement procedures including the preparation of additional correspondence, site visits, and communication with property owners and attorneys; conduct follow-up investigations to ensure compliance with applicable codes and ordinances; prepare non-compliance cases for legal action and administrative hearings; present testimony at hearings in court.

Meet with planning, building, engineering, fire, police, and legal counsel staff and regulatory agencies regarding complaints; coordinate activities with other staff and enforcement personnel.

Provide information to violators, the general public, business community, and other government agencies regarding codes, laws, and ordinances; respond to questions, complaints, and inquiries.

Maintain files and records related to citations and violations; prepare a variety of written reports, memoranda, and correspondence.

Administer graffiti removal program and monitor contracts.

Enforce a variety of occupancy, public nuisance, zoning, and land use regulations.

Respond to complaints of alleged violations; review criminal complaints and arrest warrants and records.

Investigate suspected violations of health, safety, zoning, public nuisance, or other code violations and take follow-up actions as necessary to ensure compliance.

Make presentations to citizen groups addressing commercial and association compliance issues.

Participate in the preparation and administration of assigned budgets.

Conduct surveys and perform research and statistical analyses on various code enforcement matters; draft code amendments as needed.

Serve as a liaison to the City Attorney; assist the City Attorney with trial preparation and courtroom testimony for code services related cases.

Coordinate the code services volunteer program; prepare schedules and provide volunteer training.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Modern office practices, methods, computer equipment.

Occupational hazards and standard safety practices necessary in the area of code enforcement.

Principles and practices used in dealing with the public.

Principles of record keeping, case management, and reporting.

Basic mathematical principles.

English usage, spelling, vocabulary, grammar, and punctuation.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Apply principles, practices, methods, and techniques of code violation investigation and enforcement.

Apply methods and procedures used in code enforcement including citation issuance procedures, criminal, civil, and administrative remedies, methods used to obtain various types of inspection warrants, nuisance abatement procedures, and principles used to prepare legal documents.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Read and interpret maps, plans, and legal descriptions.

Maintain and update records, logs, and reports.

Respond to inquiries, complaints, and requests for service in a fair, tactful and timely manner.

Work independently in the absence of supervision.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Experience:

Five years of municipal code enforcement experience with increasing responsibilities in investigation, enforcement, or public contact.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, zoning, inspection, law enforcement, public administration, or related field.

License or Certificate:

Possession of an appropriate, valid driver's license.

Valid Penal Code 832 Powers of Arrest certificate through the Peace Officers Standard Training (POST) issued by the State of California.

Possession of, or obtain within one year of date of hire, designation as a Certified Code Enforcement Officer (CCEO) from the California Association of Code Enforcement Officers (CACEO).

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, stoop, squat, and lift 25 lbs.; exposure to outdoors; ability to travel to different sites and locations.

Effective Date: December 2004

Revised: November 2021