



JOB ANNOUNCEMENT
Code Enforcement Officer
Building & Safety Department

SALARY RANGE: \$ 3,213 - \$ 4,038 G8
OPENING DATE: Monday, May 12, 2008
CLOSING DATE: Friday, May 23, 2008

*The City is currently seeking to fill the position of Code Enforcement Officer in the Building & Safety Department. Applicants should possess the required qualifications outlined below in the job announcement, a valid California Class C driver's license, and an acceptable driving record. Interested applicants should submit a completed City application and a current **DMV Printout** to the City of El Centro Human Resources Department located at 1275 Main Street, El Centro by the closing date listed above.*

Summary: Under direct supervision of the Building Official, the incumbent will perform a variety of municipal code enforcement duties to assure compliance with the City Code and City standards and policies regulating construction, business licenses, zoning, land use, housing, permits, property development and improvement, and landscaping; provides information and assistance to other departments and the public regarding City Code requirements and code enforcement compliance; and other functions and duties as assigned by the Building Official.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Perform a variety of municipal code enforcement duties to assure compliance with the City Code and City standards and policies regulating construction, signs, business licenses, zoning, land use, housing and conditions set forth in conditional or temporary use permits; coordinate code enforcement activities with other City departments.
- Locate and investigate reported violations of City Code; obtain relevant information through public contacts and other investigative techniques including site inspections; photograph violations; identify and explain violations, provide warnings, seek corrective action issue stop work orders and citations as appropriate.

- Conduct business license and other inspections to ensure businesses, vendors, organizations and individuals comply with established codes, standards and policies; identify violations, provide warnings, recommend corrective actions, follow up to ensure compliance and issue citations as appropriate.
- Provide consultation and technical assistance to the public concerning code enforcement, City Code requirements and assigned functions; respond to inquiries and provide detailed and technical information concerning related laws, standards, codes, rules, standards, regulations, policies, and procedures; interpret and explain necessary measures for compliance.
- Investigate and assist in mediating public complaints; provide information by obtaining relevant information and responding to public inquiries; follow up complaints to assure violations have been corrected; attend related meetings.
- Compile information and prepare and maintain a variety of records, reports and files related to code enforcement, inspections, citations, warnings, violations and assigned activities; prepare and distribute correspondence to property owners and/or responsible persons or parties regarding violations.
- Investigate complaints and locate violations of the City's zoning ordinance; seek abatement of violations through both verbal and written contract with the public.
- Conduct inspections for special event permits and temporary use permits including tent sales, to assure possession of appropriate permits and business license by businesses, vendors, organizations and individuals; inspect commercial banners placed on buildings to ensure that proper permits are obtained and that approved conditions are being met.
- Assist in the prosecution of citations, misdemeanor complaints or injunctive actions related to City Code violations; and testify, if necessary, in criminal and/or civil proceedings on behalf of the City concerning City Code violations.
- Communicate with City personnel, various outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns.
- Collaborate with fire and police personnel in the enforcement of weed and abandoned vehicle abatement codes and requirements; prepare and distribute notices to property owners as needed.
- May work varying schedules and attend various meetings when directed by the Building Official.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Operate a variety of office equipment including a copier, fax machine, digital camera, two-way radio, computer and assigned software.
- Knowledge of practices, techniques, and procedures of municipal and building code enforcement.
- Knowledge of applicable laws, codes, rules, requirements and regulations related to assigned activities including the City Code and City Ordinances.
- Knowledge of practices, techniques, and procedures of zoning code enforcement.
- Knowledge of City organization, operations, policies and objectives.
- Knowledge of City Code, sign and zoning ordinances and related City requirements.
- Knowledge of record-keeping and report preparation techniques.
- Knowledge of legal enforcement procedures.
- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
- Ability to communicate and work cooperatively with staff, vendors, contractors, architects, and public and private representatives.
- Ability to complete legible and accurate records and correction notices.
- Operate standard office equipment and inspection tools.
- Able to perform a variety of municipal code enforcement duties to assure compliance with City Code, and City standards and policies regulating construction, business licenses, zoning, land use and housing.
- Able to provide information and assistance to other departments and the public regarding code enforcement, City Code requirements and other assigned functions.
- Ability to locate and investigate violations of the City Code and related standards and policies.
- Ability to conduct business license and other inspections to ensure businesses, vendors, organizations and individuals comply with established codes, requirements, standards and policies.
- Ability to identify and explain violations, recommend corrective actions and issue citations as appropriate.
- Able to understand and work within scope of authority.
- Able to interpret, apply and explain applicable laws, codes rules, ordinances and regulations.
- Able to maintain records and prepare reports.
- Able to determine appropriate action within clearly defined guidelines.
- Able to meet schedules and time lines.
- Able to operate a variety of office equipment including a computer.
- Able to communicate effectively both orally and in writing.

- Able to establish and maintain cooperative and effective working relationship with others.

Education, Experience, Certifications and Licenses:

- High School diploma or equivalent.
- Shall possess a minimum of two years of Code Enforcement or related law enforcement experience.
- Shall obtain, within one year of date of employment, a Property Maintenance and Housing Inspector Certification or Zoning Inspector Certification, by the International Code Council.
- Current PC 832 Certification is desirable.
- Valid Class C California driver's license and an acceptable driving record.

Environmental Factors and Conditions/Physical Requirements:

- Work is routinely performed in outdoor environments with constant exposure to inclement weather and varying temperatures.
- Subject to standing, walking, sitting, bending, reaching, kneeling, climbing ladders and occasional lifting of objects up to 15 pounds.

Equipment and Tools Utilized:

- Computerized office equipment and inspection tools.

APPLICATION: Apply by completing a City of El Centro Employment Application and returning it to the City of El Centro Human Resources Department, 1275 Main Street, El Centro, CA 92243. If you have a disability that requires assistance at any point in the recruitment process (for example, filling out applications, testing, interviewing), please notify the Human Resources Department. The City of El Centro performs job related medical/physical examinations and pre-employment drug-screening. EOE/ADA. City of El Centro Human Resources Department: (760) 337-4548.