



Title:	Code Compliance Officer	Department:	Multiple
Type:	Regular, Full-Time	FLSA Status:	Non-Exempt
Pay Range:	G/156	Revised:	07/2020

DEFINITION

To perform office and field work involving the inspection, investigation, and compliance of the Town's Municipal Code (including but not limited to Titles 6, 8, 9, 15, and 17) and ordinances, and state and local regulations; manage the comprehensive compliance program to ensure efficient and effective enforcement of, and compliance with, zoning, land use, design standards, and wildlife management and animal control.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the assigned Department's Department Head, or designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to:

- Develop and implement a code enforcement and public information program related to zoning, housing, signs and advertising, dangerous buildings, property maintenance, abandoned vehicles, air quality, trash, and weeds.
- Receive and respond to complaints regarding substandard dwellings or structures, zoning violations, debris, trash, unsanitary conditions, abandoned or inoperative vehicles, overgrown vegetation, and other zoning and municipal code violations.
- Investigate possible violations; photograph evidence; contact responsible persons and compose letters; issue notices of violation, infraction, and/or misdemeanor citations for non-compliance; perform follow-up investigations to ensure that remedial action has been taken; and develop and maintain accurate case files.
- Maintain contact with citizens regarding potential violations and preserve good relationships with the public.
- Prepare and maintain a variety of records and reports, prepare and present reports at public meetings, organize and attend public meetings.
- Read, interpret, and apply state laws, municipal codes, and ordinances, and other pertinent regulations.
- Conduct research of potentially non-compliant rentals; track TOT compliance and enforcement efforts.
- Review development proposals and work with proponents to reach agreement on acceptable site plans, building plans, and uses of property.
- As designated, in accordance with Title 6 of the Municipal Code, the position may respond to calls for assistance with conditioning and controlling wildlife; monitor wildlife activities; contact

aggressive or wild animals (i.e. bears, deer, domesticated animals); use lethal and less lethal weapons against bears; quarantine animals; write reports; issue citations; register animals; work with animal shelters; euthanize animals; and provide information to the Town in efforts to meet wildlife management goals and objectives.

- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Customer service best practices.
- Modern office practices, procedures, methods, and equipment.
- Procedures involved in the investigation and enforcement of local and state codes and regulations.
- Applicable federal, state, and local codes and regulations.

Ability to:

- Establish and maintain effective work relationships with those contacted in the course of work.
- Handle difficult situations with tact.
- Provide the highest level of customer service to both internal and external customers via email, phone, in writing, and in person.
- Interpret and apply administrative and departmental policies and applicable laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Compile and maintain complex and extensive records; prepare reports.
- Prepare and conduct presentations to groups of varying sizes.
- Perform duties with a significant degree of independence within established guidelines.
- Understand, learn, and utilize computer hardware/software in daily activities.
- Drive Town-owned vehicles as required.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Education equivalent to a high school diploma required. Supplemental course work in Code Compliance or a related field preferred. Advanced course work or a bachelor's degree in

construction or a related field (Planning, Engineering, Architecture, Community Development, Criminal Justice, Wildlife Management/Science etc.) is also desirable.

Experience:

Two years of experience performing duties involving heavy public contact. The performance of code enforcement or related activities involving the interpretation and explanation, or enforcement of laws and regulations is desirable.

Licenses:

Possession of, or ability to obtain within the state required time frame, a valid State of California Class C Driver's License with an acceptable driving record and pass an appropriate background check prior to the hire date. Possession of, or ability to obtain, PC 832 Certificate, or equivalent may be required.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software, central financial computer system, telephone, copy machine, etc. Position may be required to use radio system, firearm(s), and other lethal and non-lethal weapons and equipment used in animal control and wildlife management.

PHYSICAL DEMANDS

Vision adequate to operate vehicles and office equipment and to read instructions; hearing adequate to converse on the telephone and in person; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles and general office equipment. While performing the duties of this job the employee is frequently required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold, and manipulate equipment. The employee is occasionally required to carry up to 50 pounds and up to 100 pounds with assistance. The employee may be required to stoop, crawl, crouch, balance, or climb short distances. While performing the duties of this job, the employee frequently works in outside weather conditions, which may include extreme cold, snow, windy, and other wintry conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or risk of electrical shock. Passing a pre-employment physical fitness exam is required for this position.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions. Employee is expected to regularly interact with the public.

WORK ENVIRONMENT

Work is performed in both office and field settings. The office work environment is typical of an office setting with associated noise from office equipment, building HVAC, customers, and other employees. While performing the duties of this job in the field, the employee frequently works at high altitudes and outside in various weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places. Position is required to drive in various conditions.

GENERAL

The physical demands and work environment characteristics described above 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 the essential functions. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Received and Reviewed by:

Employee Signature

Date