



CODE ENFORCEMENT OFFICER

**Application materials will be accepted until the position is filled;
the priority screening date* is Friday, June 25, 2021.**

Submit **Cover Letter, Résumé, a completed City of King Employment Application and Supplemental Questions** by email to amarble@kingcity.com, in person or by mail to Human Resources, 212 S. Vanderhurst Ave., King City, CA 93930.

The application can be picked up at City Hall, the Police Department or downloaded from the King City website at <http://www.kingcity.com/employment-opportunities/current-job-openings/>. Applications without the required documents **will not** be considered.

**All application materials must be received by the priority screening date for a guaranteed review. Applications received after this date will be considered on a needed basis until the position is filled.*

JOB DESCRIPTION

Job Title:	Code Enforcement Officer
Department:	Police Department
Reports to:	Police Captain
Employee Type:	Full-time
FLSA Status:	Non-Exempt
Salary:	\$50,363.32-\$64,277.77 annually DOQ

DEFINITION

Under general supervision of the Chief of Police, performs enforcement of land use ordinances; performs a variety of field and office work in support of the City's Code Compliance Program; issue citations throughout the City to obtain compliance with the City's zoning ordinance; writes a variety of inspection reports and makes compliance recommendations for safety and building statutes; implements education initiatives to work with the public regarding compliance with applicable regulations; responds to complaints from the public related to abandoned vehicles; enforces municipal and vehicle codes pertaining to parked and/or abandoned vehicles.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to the following:

- Perform field inspections and office duties ensuring compliance with the City's land use, housing, zoning, abatement, and dangerous buildings codes, as well as inoperable vehicles on private property and nuisance codes and ordinances.
- Perform field surveys and investigate complaints of possible code and ordinance violations. Contact property and business owners to schedule and conduct on-site inspections.
- Advise violators of ordinance requirements and seek to gain voluntary compliance.
- Take photographs and gather all pertinent facts from the parties involved. Issue notices of violations and, when necessary, citations. Maintain records of inspections and enforcement efforts; prepare required documentation for legal actions.

- Testify in court proceedings regarding code violations; perform follow-up actions as needed to ensure compliance. Confer with related agencies and city departments on disposition of complaints and code violations. Prepare detailed and specialized reports and correspondence related to code enforcement inspections, violations, and other activities.
- Implement code compliance programs including public liaison initiatives to educate the public regarding City ordinances.
- Prepare informational materials for distribution to property owners, business owners and residents on various land use topics, including signage, permit requirements, and design guidelines.
- Assist the Building Inspector with occupancy inspections for new businesses.
- Extensive field work includes driving and walking throughout the community to identify violations, investigate complaints, and liaise with the public regarding code compliance issues.
- Prepare reports for senior officials regarding all facets of code compliance activities, cases, and resolution including the maintenance of accurate and up-to-date case records for use in legal proceedings.
- Implement condition compliance procedures to ensure that project applicants and property owners are and remain in compliance with conditions of approval for discretionary land use permits, and design reviews.
- Interact with legal counsel regarding the initiation and implementation of legal sanctions when voluntary compliance cannot be achieved.
- Responds to complaints from the public related to abandoned vehicles on the public roadways and private property.
- Enforces municipal and vehicle codes pertaining to parking regulations.
- Perform Animal Control Services when needed or back up.
- Perform related duties as assigned.

KNOWLEDGE/ABILITIES/SKILLS

The following are a representative sample of the knowledge, abilities, and skills necessary to perform essential duties of the position.

Knowledge

Effective analytical and interviewing techniques; proper English spelling and grammar; Technical report writing skills; citation insurance procedures; courtroom presentation techniques; public relations and conflict resolution skills; personal safety practices. Thorough knowledge of principles and practices of resource management or environmental studies or land use planning. Thorough knowledge of the International Property and Maintenance Codes and applicable State law. Federal, state, and local laws, regulations and procedures related to code enforcement. Occupational hazards and standard safety practices including safe driving principles and practices.

Abilities

Communicate clearly and concisely, both orally and in writing. Conduct comprehensive investigations and maintain accurate records of findings. Prepare clear, concise, and accurate correspondence and reports. Process, investigate and ensure compliance with Cannabis work permits and City Cannabis Codes. Understand and carry out oral and written directions. Effectively advise property owners and public on compliance with codes. Effectively communicate report findings before the City Council and courts of law. Remain calm while working under pressure; use patience, tact, diplomacy, and courtesy in dealing with the public and employees. Establish and maintain effective working relationships with

those contacted in the course of work including property owners, developers, public officials, and the public in a variety of settings. Work cooperatively with all City departments and other public agencies. Identify Municipal Code Violations and respond appropriately based on established policies and direction. Identify Vehicle Code violations regarding abandoned and parked vehicles and respond appropriately based on established policies and direction. Analyze and compile technical and statistical information and identify alternative solutions; evaluate consequences of proposed actions and implement recommendations in support of goals. Promote the mission, values, and standards of an effective public organization, particularly in customer service. Ability to speak Spanish is highly desirable.

Skills

Operation of personal computers with proficiency using word processing, spreadsheet, and database programs; Operation of mobile digital devices; Interpret and understand applicable City permit conditions, State building and zoning ordinances and regulations. Apply persuasion to achieve objectives, consult and remain informed of current literature, information sources and research techniques in the field code enforcement.

WORKING CONDITIONS

Work is primarily outdoors in all weather conditions, while in uniform and driving a distinctively marked vehicle, in and around potentially toxic chemicals, and occasionally in an office environment; weekend and some evening work. Ability to traverse by foot on uneven, muddy, wet, and rocky surfaces. Occasionally will climb ladders and work at heights of up to 50 feet. Will spend a certain amount of time each day driving from location to location to conduct inspections. Assist Animal Control Officer when needed as secondary or back up.

QUALIFICATIONS

The following are minimal qualifications necessary for entry into the classification:

Education and Experience:

Completion of high school/GED supplemented by two years of course work leading to a certificate of proficiency in code enforcement or building inspection technology and two years of experience with a public agency performing land use, zoning, building, public safety, housing or related code enforcement, inspection, or abatement work.

Licenses/Certificates:

Possession of a valid Class C California Driver's License with a driving record acceptable with the City of King's insurance carrier. California P.O.S.T. approved Penal Code 832 certification is required prior to completion of the six (6) month probationary period. Code Enforcement Officer certification from California Association of Code Enforcement Officers (CACEO), California Code Enforcement Corporation, or a similar approved organization is required within one year from date of hire. Certification as a Property Maintenance Inspector by the International Code Council (ICC) is required within one year from date of hire. All certifications must be maintained during term of employment.

SPECIAL REQUIREMENTS

Successful completion of a thorough background investigation conducted by the Police Department which may include, but is not limited to, a criminal records check, interviews with friends, relatives, neighbors, and employers; verification of DMV records; and overall employment and education history. Applicants may be disqualified for

reasons which include, but are not limited to, past criminal convictions, poor driving record, and providing false background information.

The provisions of this announcement do not constitute an expressed or implied contract, and any provision in this announcement may be modified or revoked without notice.

The City of King is an Equal Employment Opportunity Employer and encourages minorities, women, and persons with disabilities to apply. Should you require any accommodation for testing due to a disability, please call the Human Resources Office at (831) 385-3281.