

CLASS SPECIFICATION
Community Enhancement Officer I

GENERAL PURPOSE

Under general supervision, works closely with City code compliance and community enhancement staff, task forces, police department staff, fire inspectors, building officials and representatives of other governmental agencies to investigate and enforce state and municipal codes and ordinances; serves as lead inspector/patrol and provides work direction and guidance to subordinate officers; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Community Enhancement Officer I is a public safety position responsible for the positive enforcement of laws, rules and regulations pertaining to City Codes, rules and regulations. Community Enhancement Officer I monitors City facilities and public space to enforce City rules, regulations and City codes, record and report violations of regulations and ordinances governing the use of the park facilities, and respond to emergency situations.

Community Enhancement Officer I is distinguished from Community Enhancement Officer II class in that Community Enhancement Officer I focus on field patrols, inspection, citations, and field and telephonic interaction with citizens, business owners, property owners and the public to ensure compliance with municipal and building code provisions. The Community Enhancement Officer II series have journey-level knowledge, handle more complex inspections and cases and provide training to new officers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below 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 this class.

1. Investigates and enforces state and municipal codes; prepares case files and investigative reports for civil or criminal prosecution, receivership, injunctive relief or other administrative proceedings; prepares site plans, diagrams and drawings to correlate findings; prepares affidavits to support inspection or abatement warrants; organizes and tracks case files for cost recovery.
2. Investigates code cases and business license inspections, re-inspections and investigations to ensure compliance with City municipal codes; investigates and determines existence and type of municipal code violations and recommends corrective actions to bring about compliance; determines time frames for compliance achievement; issues verbal warnings, notices of violation, notices to abate nuisances and administrative citations in accordance with City Municipal Codes, administrative policies and division policies; issues notices of non-compliance; responds to hazardous materials calls on public and private property and takes appropriate action; maintains an active caseload and documents investigations and inspections made. Works closely with the Senior Community Enhancement Officer to keep them informed caseloads.

3. Answers inquiries from and advises property owners, builders and the public regarding compliance with City municipal codes; represents the City in public and community meetings and provides information to the public on City code compliance policies and regulations; responds to citizen complaints regarding potential code violations; conducts research regarding property ownership, current and past permits and applications and applicable codes; coordinates code enforcement actions with other City departments and other governmental agencies when necessary; performs sweeps and special details with police staff, code officers, fire inspectors, building officials and representative of other governmental agencies; represents the City in court and at administrative hearings and testifies regarding code violations.
4. Maintains accurate, complete records of complaints, inspections, violations and citations; prepares periodic written reports detailing code enforcement activity.
5. Patrols and monitors activities at City facilities and throughout the City to enforce established rules, regulations and City codes and ordinances.
6. Reports and cites parking and other City ordinance violations including administrative citations.
7. Reports destruction or defacement of city and public facilities; reports unsafe or unlawful acts or situations; provides positive enforcement through counseling sessions with violators or through issuance of citations.
8. Notifies other City departments and other agencies regarding City problems and patrol complaints.
9. Provides information, direction and assistance to the public; provides emergency services, including CPR and first aid, as necessary.
10. Works cooperatively and effectively with the public and other departments.

OTHER DUTIES

1. Performs user-level maintenance of assigned City vehicles.
2. Assists Code Compliance Officers, Park Rangers and other City staff as necessary.
3. Participates on special task force and outreach projects as assigned.
4. Attends a variety of meetings, seminars and conferences.

QUALIFICATIONS

Knowledge of:

1. City, county, state and federal laws and regulations and municipal codes relating to building, permits, public health, public safety, peace and public nuisance.
2. Principles, practices and trends of zoning and building code enforcement and Principles and methods of research and investigation related to enforcement.

3. Applicable City ordinances, department rules and regulations and county and state codes and laws.
4. Methods, procedures and techniques used in the identification, interpretation and enforcement of a wide variety of code violations.
5. General security practices and laws regarding search and seizure.
6. Principles and methods of research and investigation related to code enforcement.
7. Effective public relations practices.
8. Evidentiary requirements for courts of law.
9. Basic first aid, CPR and self-defense techniques.

Ability to:

1. Understand, interpret and enforce municipal codes.
 2. Organize, coordinate, direct and participate in the investigation of potential municipal code violations.
 3. Coordinate work assignments with other divisions, departments and agencies.
 4. Prepare clear, concise and comprehensive correspondence, reports and other written materials.
 5. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
 6. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
 7. Establish and maintain effective working relationships with City management, staff, representative of other agencies, citizen and community groups, lending and financial institutions and others encountered in the course of work.
 8. Learn and apply relevant municipal and penal code sections and City rules and regulations.
1. Recognize conditions that constitute code violations.
 2. Apply practical judgment and critical reasoning to enforcement and information-gathering situations.
 3. Analyze potential code violations accurately and adopt effective resolution processes.
 4. Research and interpret building and municipal codes.
 5. Calmly and effectively, confront possible dangerous and/or emotionally tense situations.
 6. Understand and follow written and oral instructions.
 7. Maintain accurate records and prepare clear and concise reports and documentation.
 8. Safely operate City vehicles and practice courteous driving practices.

9. Operate office business machines, including personal computers.
10. Communicate clearly and concisely, both orally and in writing, and speak effectively in public.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and one year of code or parking enforcement experience involving public contact in a municipal setting; or an equivalent combination of training and experience. . Supplemental course work in Administration of Justice or security procedures and operations is desirable, Bilingual ability (English/Spanish) is desirable.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

Advanced first aid and CPR certificates or the ability to obtain them within six months of date of hire.

Current, valid California Penal Code 832 Peace Officer Training Certification and Government Code Section 1031, a course on the laws of arrest and search and seizure, within six months of date of hire.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; feel or operate objects, tools or controls; reach with hands and arms; stand; talk and hear; walk; sit; climb or balance; stoop, kneel, crouch or crawl; and lift or move up to 100 pounds; handle and feel computers and standard business equipment; the employee is frequently required to stand and walk; and the employee is required to drive a vehicle.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus and determine colors.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; interact with City management, staff, property and business owners, vendors, the public and others encountered in the course of work, some of whom may be dissatisfied or quarrelsome.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is generally performed outside in seasonal climate and weather conditions, exposed to noise, dust, dirt and odors. The employee may work near moving traffic, and may be exposed to dangerous materials, situations and persons. The noise level is occasionally loud.

The employee must be able to work rotating shifts, nights, weekends, holidays and overtime. May be required to cover activities at any time within a 24-hour day.