



JOB DESCRIPTION

Code Enforcement Officer I

Date Prepared: August, 2017

SUMMARY:

Under close supervision, conducts regulatory compliance inspections related to a variety of city licensing, housing, grant and permitting programs, investigates complaints generated by City residents and agencies regarding, public nuisances, land use, business licensing, animal bites, and dog licensing. Assists animal control staff in their duties such as apprehending and impounding animals, enforcing rabies control, and other related City ordinances or state laws; performs related work, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Conduct regulatory compliance inspections and effectively manage related cases pertaining to various City housing, business licensing, dog licensing, sanitation programs, state codes.
- Issue notices of violation and/or citations.
- Assist in proactive commercial and residential property maintenance enforcement programs.
- Provide customer service to residents and outside agencies by receiving, explaining, and electronically processing new complaints and inquiries submitted in person, by phone, in writing, online or by email.
- Research property and business ownership, land characteristics, service, and manifest records pertaining to fat oils, grease, and waste tires utilizing internal and external data systems, internet resources, the County Sheriff's information systems, and staff.
- Investigate complaints regarding vicious or stray dogs, injured animals, and animals suspected of having rabies.
- Quarantine biting animals.
- Maintain files and follow up on all reported bite cases in the City.
- Assist local law enforcement agencies in the search and seizure of animals or the enforcement of animal related laws.
- Write, file, and execute animal related warrants and assist in the execution of other warrants related to land uses.
- Collect license, redemption, owner-turn-in, and other fees from the public.
- Appear in court to provide testimony in arraignments, pre-trials, and trials as a case agent on behalf of the City.
- Assist with community cleanups, waste tire collection tasks, and other abatement actions.
- May be on standby call; respond to emergencies on weekends, holidays, and off-duty hours.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma or GED equivalent AND one year of code enforcement or animal control field experience OR similar enforcement, investigative or regulatory compliance inspection experience in the private industry SUPPLEMENTED BY 30 college semester units majoring in English, criminal justice or building/fire technology is required. An additional 30 college semester units may substitute for one year of experience.

Knowledge of:

- City ordinances, rules, policies, procedures, and investigative methods regarding land use, public nuisance, State of California animal laws health and safety, business licensing, waste tires, fat oils and grease, housing, parking, and criminal conduct.
- Procedures pertaining to search, seizure, and private property inspections.
- Methods of regulatory inspections and investigation commonly used by a regulatory agency.
- Regulations, laws, and requirements for courtroom testimony and evidence documentation.
- Principles and best practices regarding case management.
- Dog breeds, animal diseases, and symptoms.
- Safe and efficient methods of handling dogs and other small animals.

Skill in:

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organizing and prioritizing work and exercising independent judgment, wisdom, common sense, and initiative.
- Thoroughly carrying out oral and written instructions.
- Communicating via two-way radio and telephone.
- Operating a computer and various programs and maintaining records.
- Ability to define and explain a variety of complex City and state regulatory codes and ordinances, policies, and procedures related to animal control.
- Interpreting regulations to the public to ensure compliance.
- Understanding and reading a variety of maps and legal property descriptions.
- Managing situations requiring diplomacy, tact, fairness, firmness, and sound judgment.
- Operating hand and power tools and equipment.
- Effectively operating a personal computer and various software applications
- Manage a case load requiring the ability to multi-task, prioritize, and plan work time to meet deadlines.
- Using patience, tact, diplomacy, and courtesy in dealing with the public, employees and contractors.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public.
- Applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a valid California Class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.
- Within twelve months of employment, must possess or be able to obtain:
 - California Peace Officer Standards and Training PC 832 certification (P.O.S.T. PC 832).
 - Expandable baton and OC pepper spray certification.
 - Basic Code Enforcement Officer Certification from either the California Association of Code Enforcement Officers (CACEO) or the International Code Council (ICC).
 - National Animal Control Association Level 1 & 2 Certification or the California Humane Officer Basic and Advance Certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a variety of environmental conditions in an office and outdoor work environment, with exposure to wide temperature variations, fumes, grease, machinery and its moving parts, odors, and dust; work may be performed in vacant buildings and streets or highways to remove stray or dead animals. Occasional exposure to hazardous work conditions including contact with snakes, potentially wild, dangerous, and diseased animals. Regularly lift objects up to 100 pounds. Other physical exertion including pushing, pulling, running, climbing, crawling, and kneeling is required. Incumbent must be able to see and hear in the normal range with or without correction and have the ability to effectively communicate verbally and in written form. Must be able to wear issued uniform and equipment and comply with the Division’s uniform appearance standards. Incumbent will be required to respond to emergencies after regular working hours and on weekends and must be willing to work an irregular schedule, which may include holidays, evenings, and/or varying hours, as assigned. Must be able to respond to emergency calls within thirty minutes.

Department Head

Date

Personnel Officer

Date