

CITY OF HALF MOON BAY
JOB CLASS SPECIFICATION
CODE ENFORCEMENT OFFICER

DEFINITION

The Code Enforcement Officer is responsible for enforcing zoning and subdivision codes, conditions of approval on development projects and environmental regulations under the City's Local Coastal Program and performing related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Under the direction of the Planning Director, the Code Enforcement Officer performs a variety of routine and complex technical code enforcement duties to ensure that the applicable sections of the Municipal Code, zoning codes and other related codes and standards are met.

SUPERVISION RECEIVED AND EXERCISED

The Code Enforcement Officer reports directly to the Planning Director.

ESSENTIAL AND IMPORTANT DUTIES

Under the supervision of the Planning Director, the Code Enforcement Officer is responsible for, but not limited to, the following duties:

Meet with owners and/or occupants to provide information and obtain compliance.

Prepare non-compliance cases for hearing officer/prosecution.

Prepare oral and written correspondence and reports.

Prepare and distribute code enforcement informational pamphlets and materials.

Coordinate neighborhood preservation activities.

Prepare and recommend revision of codes and ordinances to the Planning Director.

Educate the commercial and residential communities regarding the municipal code, ordinances, and community standards.

Conduct field surveys, inspections and investigations of land use, site and environmental conditions.

Prepare a record of code deficiencies noted and compliance achieved.
Represent the City in court actions related to enforcement.

Coordinate actions with other departments or jurisdictions.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Respond to citizen complaints regarding code violations, exercise appropriate judgment in prioritizing calls, investigate and resolve problems, and provide information to the public by phone and in person regarding regulations.

Develop and implement effective public education strategies concerning the codes and ordinances and assist in carrying out public outreach strategies.

Make presentations to community groups, business organizations, and school groups.

Perform other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Accepted code enforcement standards and methods of conflict mediation.
- Related codes and ordinances enforceable by the City, specifically zoning ordinances and other related code enforcement ordinances.
- Principles and techniques of code enforcement.

Skill to:

- Read blueprints.

- Operate a computer and related software programs.
- Operate other standard office equipment.
- Drive a motor vehicle to all areas within the City limits.

Ability to:

- Work independently with minimal supervision.
- Conduct field investigations and citizen interviews.
- Speak at public meetings.
- Work cooperatively, jointly and harmoniously with other related agencies such as the California Coastal Commission, the Department of Fish and Game, the San Mateo County Health Department, and the Police Department.
- Read and interpret building plans, specifications, and building codes.
- Maintain cooperative working relations with builders, contractors, business owners, property owners and the general public.
- Enforce necessary regulations with firmness and tact.

EDUCATION AND EXPERIENCE

Sufficient education and experience to satisfactorily perform the essential and important duties for this position is required. A typical qualifying background would be an A.A. degree (preferably a B.A. Degree) in Political Science, Criminal Justice, Business or Public Administration, Government, or Planning and two years or more of progressively responsible experience in the field of Code Enforcement, Zoning Enforcement, or Building Inspection.

SPECIAL REQUIREMENTS

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

The employee in this position is required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. This position frequently is required to stand and talk or hear and is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch or crawl, and smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must frequently lift and/or move up to 10 pounds.

While performing the duties of this position, outdoor work is required in the inspection of various land use developments and construction sites. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places (e.g., roofs) and is occasionally exposed to airborne particles. The noise level in the work environment is usually loud.

LICENSES, CERTIFICATES AND REGISTRATIONS

Possess an appropriate valid California Driver's License.

Possess a Basic Code Enforcement Certificate from CACE or other recognized organization. Possess an Advanced Code Enforcement Certificate from CACE or other recognized organization. Possess a PC832 certification in order to write citations and appear in court.