CITY OF MADERA

CODE ENFORCEMENT OFFICER I

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision assists in the inspection of residential dwellings and commercial buildings to identify violations and to cite and enforce provisions of the City Municipal Code and California Health and Safety Code; recommends improvements in neighborhoods with regard to unsafe and substandard buildings; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Code Enforcement Officer I** is the entry level class in the Code Enforcement Officer series and, initially under closer supervision and within well established procedural guidelines, is responsible for performing the more routine supporting code enforcement functions. An incumbent may advance to the next higher classification of Code Enforcement Officer II upon meeting the employment standards for that class, recommendation of the Department Head, and approval from the City Manager. This classification differs from the next higher classification of Code Enforcement Officer II by the lower level of complexity of the work performed and a lesser independence of operation. Incumbents in this class are expected to learn procedures and practices and to perform increasingly more complex work over a period of time.

SUPERVISION RECEIVED/EXERCISED:

Receives immediate supervision from the Code Enforcement Supervisor. Incumbents of this class do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Learns to patrol and conduct field inspections of parcels of land, structures, vehicles and stored materials to ensure compliance with applicable City ordinances and state laws; investigates citizen complaints and takes appropriate action upon consultation with supervisor; learns to obtain statements from complainants; learns to re-inspect properties to ensure continued compliance.

- Photographs violations; learns to gather evidence for court proceedings; posts notices relating to required abatements; cites vehicles and coordinates the removal of abandoned and illegally parked vehicles; maintains reports on vehicle towing activities.

- Maintains records and reports related to enforcement activities; composes and types correspondence, reports, forms and specialized documents; enters and retrieves information from automated records systems; operates communications equipment.

- Responds to questions and concerns from the public, departmental staff and other agencies; provides information as appropriate and resolves service issues and complaints; cooperates with neighborhood improvement groups and organizations interested in neighborhood beautification, improvement and clean up.

- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment, and acute hearing is required when providing phone and face-to-face service. The need to lift, carry, pull and push tools, supplies and other equipment weighing 25 pounds or more is also required. Additionally, the incumbent in this position works outdoors in all weather conditions including wet, hot and cold. The position entails working in situations that may expose the employee to fumes or airborne particles, electrical shock or mechanical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Code Enforcement Officer I**. A typical way of obtaining the required qualifications is to possess three years of experience working with the public in the interpretation and application of laws, codes, rules and procedures, and a high school diploma or equivalent.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license. Must complete PC 832 Laws of Arrest course within six (6) months of hire.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Principles, practices and methods used in the enforcement of a variety of codes; applicable federal, state and local laws, codes and regulations including laws, ordinances and codes related to building construction and zoning; modern office equipment, including a computer and applicable software; methods and techniques for record keeping; occupational hazards and standard safety procedures.

<u>Ability to:</u>

Understand, interpret and apply statutes, rules, regulations and departmental procedures; follow written and oral instructions; take and maintain accurate records of work activities; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

<u>Skill to:</u>

Operate an office computer and a variety of word processing and software applications.

Adopted 2.5.2025