

CITY OF SAN JACINTO

JOB DESCRIPTION
PERSONNEL DEPARTMENT

Adopted: 01/04/01

CODE ENFORCEMENT OFFICER

JOB SUMMARY

Under supervision of the Senior Code Enforcement Officer, receives and investigates complaints regarding zoning and certain municipal code violations; initiates enforcement action and issues citations and notices of violations.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of 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.

Receives complaints regarding zoning, sign, and land use ordinance violations; prepares case files, including the establishment of legal owner, the verification of the parcel address, and other information necessary to conduct investigation and enforcement action; conducts site visits or confers with City personnel regarding violations; documents violations by securing photographs and other pertinent data; ensures that accurate case files are maintained; issues citations for infractions and misdemeanors and notices of violation.

Determines alternative methods to achieve code compliance involving applications of related laws, ordinances, and regulations; consults with City Attorney, City staff, property owners, Police and Fire Department.

Prepares abatement letters; conducts follow-up procedures including the preparation of additional correspondence, site visits, and communications with complaints, attorneys, and property owners involving in code violation cases.

Investigates and enforces the City's ordinance regulating the storage and parking of inoperative vehicles on private property within City limits.

Inspects for home occupation permits by determining appropriate zoning, and inspection of residence and property for code compliance.

Provides assistance to the public and assists other City staff involved in regulated activities.

Establishes and maintains records of existing and new signage within City limits.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Planning, zoning, building inspection, and safety laws and concepts. Knowledge of City of San Jacinto municipal codes.

Ability to:

Read, interpret, apply and explain related laws, ordinances, rules, regulations, policies and procedures; conduct investigations into code violations; read and interpret maps, plans, and legal descriptions; operate video camera and related equipment; communicate effectively both orally and in writing; research and prepare written reports; deal constructively with conflict and implement effective resolutions.

EDUCATION AND/OR EXPERIENCE

High school diploma or equivalent. One year of full-time experience in municipal codes/ordinances enforcement and inspection.

SPECIAL REQUIREMENTS

Must possess and maintain a valid California Driver's License and maintain a clean driving record for insurability through the City of San Jacinto. Failure to maintain license/insurability will result in disciplinary procedures including suspension without pay, demotion, and/or termination without Administrative or Judicial appeal.

Applicant must provide a printout of their driving record for the past 6 months from the Department of Motor Vehicles and attach to their job application.

Completion of P.C. 832, Arrest, Search and Seizure within one year of employment.

WORK ENVIRONMENT

Includes both standard office work site and fieldwork involving inspection or investigations of diverse facilities in a range of safe to hazardous situations. Physical agility and stamina are job requisites. Must be able to lift and move equipment and objects of varying size and weights.

PRE-EMPLOYMENT

All employment offers are contingent upon successful completion of a pre-employment physical exam, a criminal background investigation which includes finger printing.