

City Government- THE CITY OF NEEDLES is seeking qualified individuals for the following position: **Code Enforcement Officer**. Under general supervision: performs technical office and field work in the enforcement of various city codes and regulations. Minimum Qualifications: See detailed job description online or at City Hall. Salary range-\$15.06-\$19.23. Application and Job description may be obtained online at: www.cityofneedles.com or in person at City Hall, 817 Third Street, Needles, CA 92363. Closing Date- April 4, 2018.

**City of Needles
Position Description**

Position Title: Code Enforcement Officer **Job-Classification:** Classified
Department: Code Enforcement **Position Wage Range:** (48) \$15.06 - \$19.23

POSITION PURPOSE: Under general supervision, performs technical office and field work in the enforcement of various city codes and regulations, including licensing, land use, property appearance, abandoned vehicles, and public nuisances.

Reports to: Senior Code Enforcement Officer

EXAMPLES OF RESPONSIBILITIES: (May include, but not limited to)

- 1) Enforce city licensing, occupancy, and land use rules and regulations.
- 2) Enforce city ordinances regarding public nuisance, property maintenance, abandoned vehicles, and related provisions.
- 3) Perform inspections of properties and structures for compliance with current codes and regulations.
- 4) Recommend improvements and rehabilitation programs that will positively affect the appearance of the community.
- 5) Maintain good public relations and public contact via telephone, letters, or in person.
- 6) Respond to and handle citizen's complaints regarding code violations.
- 7) Issue citation as required, and re-inspections.
- 8) Perform technical office and field work in the enforcement of city codes.
- 9) Responds to complaints relating to the enforcement of occupancy, property maintenance, weed abatement, upkeep of private and commercial property, public nuisance, building and safety, sanitation related code provisions.
- 10) Inspects business in the city for conformance with the provisions of the Municipal Code and City ordinances.
- 11) Prepares evidence pictures and maintains records of inspections.
- 12) Compiles court evidences, files claims and testifies in court as required.
- 13) Provides assistance to the public and other county-governmental and city staff.
- 14) Researches appropriate laws, codes and regulations in preparing recommendations for allowance or discontinuance of activities in question.
- 15) Issue warning letters to violators specifying unsafe conditions and necessary corrective actions and compliance dates.
- 16) Attend, participate and coordinate Administrative Hearings on public nuisance and Code Enforcement matters.
- 17) Enforce parking, graffiti restitution, business license, sign and other ordinances by field inspections.
- 18) Make inspections of existing structures for hazardous conditions.
- 19) Prepare court documents with the supervision of the city attorneys.
- 20) Patrol in designated vehicles.
- 21) Posting of no utilities and unsanitary conditions and re-inspecting of houses.
- 22) Prepares records for CDBG funding.
- 23) Assist with abatement procedures and boarding up abandoned buildings.
- 24) Coordinate contacts with police, child protective service, health department and other agencies.

MINIMUM QUALIFICATIONS:

- 1) A valid drivers license.
- 2) Successfully complete the P.C. (Penal Code) 832 training course within the first year of employment.
- 3) Successfully complete the California Code Enforcement Officer Certification course within the first year of employment.
- 4) Learn, interpret and explain California Cannabis Laws for the inspection of cannabis facilities.
- 5) Interpretation and enforcement of state and local ordinances, rules and regulations.
- 6) Learn, interpret and explain various city codes.
- 7) Deal with the public in a polite and effective manner.
- 8) Communicate effectively both verbally and in writing.
- 9) Incumbent must reside within one (1) hour of work site so that timely response to emergency work can be maintained. A telephone or other satisfactory method of contact is required for emergency purposes.
- 10) The successful candidate will be required to undergo a background reference and fingerprint check and pre-employment physical which includes a drug and alcohol test.
- 11) The duties and responsibilities of this position shall expose incumbent to those conditions normally encountered in such work.
- 12) Physical requirements may vary from light to heavy lifting also consisting of frequent sitting, standing, walking, bending and stooping.

GENERAL:

This classification description is not intended to be all-inclusive, and employee will also perform reasonable related duties as assigned by management as required. The city reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.