

# CITY OF EAST PALO ALTO

## CLASSIFICATION SPECIFICATION

**CLASS TITLE:** CODE ENFORCEMENT OFFICER I/II      **CLASS CODE:**  
OFFICER I/II  
**DEPARTMENT:** POLICE      **FLSA STATUS:** N/E  
**REPORTS TO:** Police Sergeant      **EMPLOYEE GROUP:** SEIU

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*This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.*

### **DEFINITION**

Under general supervision, the Code Enforcement Officer I/II is a flex classification which investigates conditions, initiates procedures and provides educational programs to abate violations of zoning ordinances, building and housing codes, and abandoned vehicles.

### **JOB SUMMARY**

The incumbent ensures compliance of zoning ordinances, building codes, housing codes, public nuisances, property maintenance, abandoned vehicles, animals license regulations and other issues relating to the health, safety and welfare of the community for public and private residential, commercial and industrial property; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; and performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

#### **Code Enforcement Officer I**

The Code Enforcement Officer I is the entry level classification in the code enforcement officer series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbent perform inspections, enforcement activities and educational programs of a more routine nature and learn City policies and specific methods and techniques of work. This classification is alternatively staffed with Code Enforcement Officer II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the minimum qualifications of the higher-level classification.

#### **Code Enforcement Officer II**

The Code Enforcement Officer II is the journey level class responsible for performing the full scope of assigned duties. Incumbents are considered skilled in making inspections, enforcing codes and regulations and providing educational programs related to community health, safety and welfare, including zoning, building, housing, public nuisances, property maintenance, abandoned vehicles, animals and licenses codes and ordinances. The work requires independence and discretion in working with the public and in conducting field inspections. This classification is distinguished from the Building Inspector in that the latter is responsible for overseeing the day-to-day operations of code enforcement operations, providing and performing more complex inspection assignments.

### **ESSENTIAL FUNCTIONS**

*This reflects essential responsibilities of this classification; however, all responsibilities may not be performed by all incumbents.*

- Investigate conditions, initiate procedures and provide educational programs to abate violations related to zoning ordinances, building codes, housing codes, public nuisances, property maintenance, abandoned vehicles, animals, license regulations and other issues relating to health, safety and welfare of the community for public and private residential, commercial and industrial property.
- Provide customer service to the public as well as internal departments.

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- Patrol and conduct field inspections of parcels of residential, commercial and industrial land, structures, vehicles and stored materials to ensure compliance with applicable City ordinances and state laws.
- Receive and respond to complaints from the public and staff regarding substandard dwellings and structures, zoning violations, debris, unsanitary conditions, abandoned or inoperative vehicles, overgrown vegetations and other zoning and municipal code violations.
- Conduct field inspections to check for zoning compliance.
- Conduct inspections of existing buildings to determine hazardous conditions.
- Seek construction or alterations being performed without proper building permits.
- Coordinate inspections with other City and County staff.
- Respond to emergencies involving expedited code enforcement activities.
- Initiate investigations as necessary for observed violations.
- Prepare warning letters to negligent owners or contractor, and carry negligent cases through prosecution in situations of non-compliance.
- Prepare and issue citations, violations and other notices that outline proper repair, correction methods, time limits, permits and all necessary remedial work required.
- Post notices relating to required abatements.
- File property tax assessment liens.
- Prepare annual property tax reports.
- Obtain statements from complainants.
- Monitor and re-inspect properties to ensure continued compliance.
- Act as liaison with City Attorney and the courts regarding property abatement.
- Cite vehicles and coordinate the removal of abandoned and illegally parked vehicles.
- Maintain reports on vehicle towing activities.
- Photograph violations, create files, prepare investigation reports, and prepare legal documents, including abatement and inspections warrants and correspondence.
- Collect and safeguard evidence for civil property abatements and civil litigation.
- Establish and provide educational programs designed to advise property owners on the requirements for compliance and processes and procedures for obtaining compliance or appropriate permits.
- Respond to questions and concerns from the public, departmental staff and other agencies.
- Provide information as appropriate and resolve service issues and complaints.
- Cooperate with neighborhood improvement groups and organizations interested in neighborhood beautification, improvement and clean up.
- Conduct training sessions with City staff regarding the procedures and resources of the code enforcement resources within the City.
- Interpret codes and regulations, including applicable municipal codes, zoning ordinances, building codes, state housing, health and safety codes, relocation regulations and Community Development Block Grant (CDBG) administrative requirements.
- Explain required inspections and construction requirements to owners, architects, engineers, contractors and the public.
- Advise owners on matters related to building permits.
- Maintain records and files of inspections made and actions taken.
- Draft recommendations for changes in inspection related policies.
- Establish positive working relationships with representatives of community organizations, state and local agencies and associations, City management and staff as well as the public.
- Exercise good judgment, apply logical thinking and make sound decisions to accomplish tasks or solve problems.
- Operate modern office equipment including computer equipment and software programs.
- Collect, compile and file information and data.
- Communicate in a clear a concise manner, both orally and in writing.
- Understand and carry out oral and written instructions.
- Respond to questions from the public and City personnel regarding policies and procedures for the assigned area.

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- Establish and Maintain effective working relationships with those contacted in the course of work.
- Required to serve and function as needed in the event of emergency disaster operations.
- Performs other related duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Principles, practices and methods used in the enforcement of a variety of codes and regulations.
- Applicable state, federal and local statutes, laws, rules and regulations that apply to the area of assignment Methods and techniques used in enforcement and investigation.
- Methods and techniques for record keeping and report preparation and writing.
- Basic mathematic principles.
- Modern office procedures, techniques, and equipment.
- Rules of evidence and court procedures.
- Occupational hazards and standard safety procedures.
- Proper English grammar, vocabulary, spelling and punctuation.
- Business letting writing, filing, indexing, and recording systems and procedures.
- Legal terminology and legal documents commonly used in the area of assignments.
- Clerical and department work practices, procedures, specific rules, precedence, and regulations.
- Knowledge of legal terminology, phraseology, documents, and procedures.
- Computer applications and hardware related to performance of the essential functions of the job.

### **Skills**

- Preparing clear and concise reports, correspondence and other written materials.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with minimum direction.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Analyzing and resolving office administrative situations and problems.
- Communicating clearly and effectively, both orally and in writing.
- Operate an office computer and a variety of software applications.
- Safely and efficiently operate a motor vehicle.

### **Abilities to:**

- Establish and maintain effective working relationships with City Officials, Court Officials, and the general public.
- Maintain confidential information.
- Inspect and analyze a variety of buildings and properties and identify code violations.
- Appropriate apply codes and regulations to varying situations.
- Develop and provide educational programs to staff and public.
- Make sound decisions within established guidelines and parameters.
- Read and interpret maps, sketches, drawing, specifications and technical manuals.
- Follow written and oral instructions.
- Read, interpret and record data accurately.
- Keep accurate records.
- Work independently.
- Draft legal documents.
- Use tact, discretion, initiative and independent judgment within established guidelines.
- Organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.
- Perform mathematical calculations quickly and accurately.

- Learn more complex principles, practices, techniques and regulations pertaining to assigned duties.
- Implement, explain and apply applicable laws, codes and regulations.
- Analyze complex issues, and develop and implement appropriate responses.
- Facilitate appropriate corrective action from property owners regarding violations.
- Observe safety principles and work in a safe manner.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships.
- Read and communicate to others the policies, procedures statutes, local rules, codes and regulations pertaining to assigned programs and functions.
- Speak and write bilingually.
- Perform the essential functions of this classification.

**MINIMUM QUALIFICATIONS REQUIRED**

**Code Enforcement Officer I**

**Education:**

High School Diploma or GED; and

**Experience:**

Two (2) years experience which includes working with the public in a service capacity.

**Licenses and/or Certifications:**

- Valid California Class C Driver’s License or higher and a good driving record, at the time of appointment.

**DESIRED QUALIFICATIONS**

Associates of Arts Degree in planning, construction technology or a related field may be substituted for the experience requirement.

**Code Enforcement Officer II**

**Education:**

High School Diploma or GED; and

**Experience:**

Four (4) years experience which includes working with the public in a service capacity.

**Licenses and/or Certifications:**

- Valid California Class C Driver’s License or higher and a good driving record, at the time of appointment.
- ICBO, Statewide California Association of Code Enforcement Officials, or other similar association.
- Building inspection or SCACEO certificate is desirable and may substitute two of the four year experience requirement.

**DESIRED QUALIFICATIONS**

Bachelor’s Degree in planning, construction technology or a related field may be substituted for the experience requirement. PC 832 certification is also highly desirable.

**MATERIAL AND EQUIPMENT USED**

General office equipment, personal computer, printer, vehicle, regular/cell telephone, pager, microfiche machine, typewriter, cassette duplicator, scanner, fax.

**PHYSICAL REQUIREMENTS**

While performing the essential Functions of this classification the employee is frequently required to stand, bend, squat, kneel, crawl, walk, and sit for long periods of time; ability to use hands and fingers, handle,

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manipulate and feel; ability to reach with hands and arms; ability to smell, speak and hear; ability to occasionally lift and/or move up to 25 pounds, climb flights of stairs.

### **WORKING CONDITIONS**

While performing the essential functions of this classification the employee is required to sit, stand, walk on level slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision (naturally or with corrective lenses) when making inspections, reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, carry and push tools, equipment and supplies weighing up to 25 to 50 pounds is required. Additionally, the employee in this position works outdoors in all weather conditions, including hot, wet, and cold. Incumbents may frequently deal with irate members of the public. The nature of the work also requires the incumbent to drive motor vehicles, and work in heavy vehicle traffic conditions. The incumbent is required and often works with constant interruptions.

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***NOTE:*** Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Classification Specification\Code Enforcement Officer I/II  
Established:  
Revised: July 2004

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