

# *City of Coalinga*

*155 W. Durian*

*Coalinga, CA 93210*

---

## *Code Enforcement Officer*

*Pay Class: 23 General*

*FLSA Exempt*

### **DEFINITION**

Under the general direction of the City Manager, conducts a variety of routine and complex activities in the interpretation and enforcement of City codes, ordinances, and abatement regulations; issues warnings, correction notices and/or citations for violations under the City's Municipal Code Title 7, Chapter 6; and performs other duties as assigned.

### **EXAMPLES OF ESSENTIAL DUTIES**

***NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.***

- Patrols and conducts field inspections to ascertain conformance to City codes, ordinances and regulations.
- Receive, record, investigate, inspect and respond to complains regarding City codes and ordinances, and other laws, rules and regulation violations.
- Contact responsible parties, issue warning notices and citations, prepare evidence in support of legal actions.
- Maintain thorough and accurate records of City code violations.
- Coordinate investigations and compliance enforcement with City departments and outside regulatory agencies.
- Educates commercial and residential communities regarding the municipal code, ordinance and community standards.
- Drafts and distributes a variety of correspondence, memoranda, notices, flyers, brochures, media releases and reports relating to code enforcement issues and actions.
- Answers questions and provides information or assistance to the public concerning various code enforcement related matters.
- Maintains a variety of logs and records related to inspection and enforcement activities; prepares recommendations for amendments and additions to codes or regulations.
- Resolves issues in accordance with established policies and regulations.

- Enforces compliance of all provisions of the Property Maintenance Ordinance and other sections of the Municipal Code.
- Discusses courteously with alleged violators provisions of the municipal code in order to secure, whenever possible, voluntary compliance.
- Initiates all necessary proceedings to abate nuisances in the manner set forth.
- Assists with City plot maintenance; and some housing and building inspections.
- Coordinates the City's graffiti removal program.
- Participates in preparation of annual code enforcement operations budget.
- Attends meetings and trainings to stay current in the field of code enforcement.
- Performs other duties as required.

### **MINIMUM QUALIFICATIONS**

***NOTE:*** *The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**Education:** Equivalent to completion of twelfth grade; two (2) years of college course work in a related field is desirable.

**Experience:** Two (2) years experience related to inspection, law enforcement, building inspection, land use, public works, public administration or a related field.

**Licenses:** Valid State of California Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

**Certification:** Possession of, or ability to obtain, P.C. 832 (Laws of Arrest) certificate within six months of appointment AND possession of, or ability to obtain, completion and passing of the exam for the California Association of Code Enforcement Officers Code Enforcement Certification Module 1 within 6 months of appointment.

**Other:** Must be a U.S. citizen or Legal Resident Alien; pass a background investigation, physical examination including drug test; and successfully complete a one (1) year probationary period.

***NOTE:*** *It is the employee's responsibility to renew all applicable license(s). The City will reimburse the employee for any required training expenses.*

### **KNOWLEDGE, SKILLS AND ABILITIES**

***NOTE:*** *The following are a representative sample of the KAS's necessary to perform essential tasks of the position.*

**Knowledge of:** Modern office methods and procedures; principals and practices of planning, zoning

and general municipal government; City's ordinances, regulations and codes relating to code enforcement; principles and practices of recordkeeping methods; personal computers including Word and Excel; basic citation process and court proceedings; Business English, spelling, grammar and basic report writing, and techniques of public relations and customer service.

**Skill and Ability to:** Interpret and apply City ordinances and codes; recognize conditions that constitute an ordinance or code violation; read street maps; use word processing, spreadsheet and database software; enforce city codes firmly, tactfully and impartially; gather, document and evaluate information and evidence through on-site inspection and interviews; analyze data accurately and interpret and apply pertinent codes, policies, rules and/or regulations; use sound judgment in drawing conclusions and making decisions; comprehend and articulate complex facts and relationships in detail; prepare, organize and maintain inspection field data, reports and systems; establish and maintain effective working relationships with citizens, employees, supervisors and the general public; communicate effectively both orally and in writing; plan and carry out duties with a minimum of supervision; follow verbal and written instructions; handle stressful situations and effectively deal with difficult or angry people; operate a motor vehicle safely; exercise considerable tact and judgment in difficult situations; maintain confidentiality; and have excellent attendance and be punctual.

### **ATTITUDE**

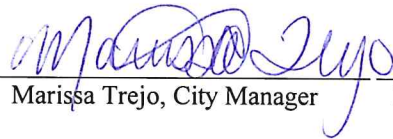
Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

### **PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS**

***NOTE: The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.***

Considerable outdoor work is required in the inspection of various land uses and other matters requiring the incumbent to drive a motor vehicle, operate and respond by mobile or portable radio, stand, walk, talk, hear, use hands to finger, handle, feel and operate objects, tools, and controls, reach with hands and arms; sit, climb, balance, stoop, kneel, crouch and crawl. Occasionally may work in high, precarious places, be exposed to hot, cold, wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock or vibrations; and may lift and/or move up to 30 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must have sufficient mobility to work in a typical office setting and to use personal computers and other standard office equipment, vision to read printed materials and a computer monitor; and hearing and speech to communicate in person or over the telephone.

Approved by: \_\_\_\_\_

  
Marissa Trejo, City Manager

7/29/21  
Date