

**CITY OF MILLBRAE
CLASSIFICATION SPECIFICATION**

CODE ENFORCEMENT OFFICER
April 2019

DEFINITION

Under general supervision, performs a variety of technical and specialized office and field work in the enforcement of City codes and ordinances; educates the public on City codes and ordinances; assists in processing and presenting code enforcement related notices, reports, and public hearing documents; performs inspections and investigations.

DISTINGUISHING CHARACTERISTICS

Code Enforcement Officer is a specialized classification with responsibility for implementing and enforcing City codes and ordinances. Incumbent is responsible for educating the public in an effort to elicit voluntary compliance.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from higher-level Community Development Department staff.

DUTIES AND RESPONSIBILITIES

The duties listed below are illustrative only and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the position.

- Conducts field investigations to uncover violations of City code; documents complaints, inspections, actions, and administrative remedies and compliance;
- Issues courtesy notices, correction notices, citations for violations of City and State codes, as appropriate;
- Meets with individuals and groups to educate, listen, and respond regarding property use and maintenance;
- Works cooperatively with other city departments, outside agencies, and the public in identifying and resolving code violation problems;
- Prepares variety of reports, letters, memoranda, and other correspondence;
- Maintains files and records related to citations and violations;
- Prepares for and makes appearances before appropriate agencies, committees, and commissions to achieve policy objectives; and
- Performs related duties as assigned.

JOB-RELATED QUALIFICATIONS

Knowledge of: Principles of community preservation and code enforcement, zoning, land use; municipal permitting processes; basic principles, practices and techniques of building and safety inspection; safety hazards and applicable safety precautions associated with the work; effective and positive techniques for working and communicating with the public and in a diverse community; effective techniques of communication, including verbal and written.

Ability to: Interpret, apply, and enforce City codes, ordinances, laws, and regulations; apply principles, practices, methods, and techniques of code violation investigation and enforcement; read and understand regulations (Federal, State, Municipal codes and ordinances) related to building, zoning, and other land uses; prepare, maintain, and update routine records, logs, and reports; speak clearly and effectively with a

variety of groups and individuals; work independently in the absence of supervision and make independent decisions involving sensitive situations.

EDUCATION AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities. A typical way would be:

Education: Associate's degree from an accredited college with major coursework in planning, law, public administration, law enforcement, or related field. Bachelor's degree desirable.

Experience: One (1) year of progressively responsible experience in a position involving public contact which provides the knowledge and skills identified. Experience in public relations environment in which goals were met through the exercise of persuasion and leadership, rather than through authority, is desirable.

Licenses: Must possess and maintain a valid California Driver's License with a satisfactory driving record. ICBO or Basic Peace Officer training certification is highly desirable.

SPECIAL REQUIREMENTS

Respond to work at any hour of the day or night within designated timeframe, as required during afterhours, weekend service, and/or emergency situations. Requires moderate and sometimes strenuous exertion including bending, stooping, crouching, crawling, climbing, lifting, twisting, carrying, and/or handling material weighing up to twenty-five (25) pounds. Work in varying temperatures of cold and heat and in inclement weather for extended periods of time; work in conditions that may contain dust, mold, vibration, chemicals, and mechanical hazards.