

**CITY OF LA VISTA  
MAYOR AND CITY COUNCIL REPORT  
MAY 18, 2010 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
CODE ENFORCEMENT	RESOLUTION ORDINANCE ◆ RECEIVE/FILE	RITA RAMIREZ, ACA ROBERT S. LAUSTEN, POLICE CHIEF ANN BIRCH, COMM. DEV. DIRECTOR

**SYNOPSIS**

Updates to the Code Enforcement Officer position have been prepared.

**FISCAL IMPACT**

N/A

**RECOMMENDATION**

Approval.

**BACKGROUND**

At the April 6, 2010 Council meeting, staff updated the Mayor and Council on a recommendation to transfer the Code Enforcement position from the Community Development Department to the Police Department. Based on that discussion, staff has prepared the attached revised job description. If approved, the position will be advertised and filled as soon as possible.

## POSITION DESCRIPTION CITY OF LA VISTA

**POSITION TITLE:** Code Enforcement Officer

**POSITION REPORTS To:** Police Sergeant

**POSITION SUPERVISES:**

**DESCRIPTION:**

Under the direction of a Police Sergeant, performs a variety of technical duties in support of the City's code enforcement program. Enforcement includes compliance with land use and zoning ordinances, health and housing codes, sign standards, building codes and fire codes, and may also include federal mandates for storm water management, hazardous wastes, air quality, the Americans With Disabilities Act, and others. Also serve as a resource and provide information on City regulations to property owners, residents, businesses, the general public and other City departments.

**ESSENTIAL FUNCTIONS:** (with or without reasonable accommodation)

1. Perform a variety of field and office work in support of the City's code enforcement program.
2. Receive and respond to citizen complaints and reports from other agencies or departments regarding code violations; interview complainant and/or witnesses; determine and initiate a course of action.
3. Conduct field investigations; inspect properties; contact the owner and/or occupant; issue and/or post warning notices and orders to comply; schedule and perform follow-up inspections to determine compliance.
4. Issue administrative and parking citations and notices of violations as necessary.
5. Prepare evidence in support of legal actions taken by the City; appear in court as necessary and testify at hearings or court proceedings as required.
6. Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job related activities including accurate and detailed information, diagrams and/or photographs.
7. Prepare a variety of written reports, memos, and correspondence related to enforcement activities.
8. Patrol assigned area in a City vehicle to proactively enforce code compliance.
9. Attend meetings as requested and serve as a resource regarding code compliance; provide research as requested; interpret and explain City codes and ordinances to members of the general public, contractors, business owners, and others either in the field, in the office, or over the telephone.
10. Operate a computer to enter and report accurate data regarding code enforcement activities.
11. Identify vacant buildings and check regularly for graffiti and other forms of vandalism.
12. Assist in researching, drafting and writing City codes; assist in the development of various forms and procedures used in code enforcement duties.
13. Performs other duties as directed or as the situation dictates.

**ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS**

The physical demands and work environment characteristics listed below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is generally performed outdoors year round, periodically during inclement weather. Job duties require a considerable amount of physical activity, including walking, standing, kneeling, bending, crouching, reaching and climbing. Must possess hearing and vision correctable to levels adequate to perform essential functions. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Incumbents must have the ability to transport themselves to and from inspection sites and to lift up to 50 pounds. Incumbents must also possess the coordination and manual dexterity necessary to physically access and maneuver bodily over rough terrain and at vacant or occupied properties to conduct inspections. Work duties are also performed indoors in an office setting.

**EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE**

1. Graduation from an accredited high school or GED, supplemented by specialized training and/or college level coursework in criminal justice, public administration, business administration, or other related field.

2. One year of work experience involving a high level of public contact including some experience dealing with the public in an enforcement, inspection, investigation, or customer service capacity. Experience that includes the enforcement of municipal codes is highly desirable.
3. Must possess or be able to obtain a valid driver's license.

**KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of or ability to become familiar with municipal codes.
2. Ability to interpret ordinance and regulatory provisions.
3. Ability to read city maps.
4. Basic computer skills.
5. Basic mathematical skills.
6. Ability to read measuring devices.
7. Ability to read and write proficiently and communicate by telephone.
8. Ability to incorporate new regulations in duties.
9. Ability to maintain confidentiality.
10. Ability to enforce ordinances and other regulations with firmness, courtesy and impartiality.
11. Ability to prepare and maintain accurate departmental records and reports.
12. Ability to make presentations and testify in court.
13. Ability to establish and maintain effective working relations with City officials, fellow employees, contractors, patrons and the general public.
14. Ability to maintain regular and dependable attendance on the job.

**Note: Physical examination and drug screening tests will follow all conditional offers of employment.**

**I have read and understand the requirements of this position description.**

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(Signature)

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(Date)