

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Code Enforcement Officer I Code Enforcement Officer II	Job Family: 3 3
General Classification: Front-Line	Job Grade: 23 27

Definition: Under general supervision, receive and investigate complaints regarding zoning and other City Code violations; interact with public (including responsible and complaining parties); initiate enforcement actions, including preparation of notices of violation and citations; assist in case preparation for legal actions; testify at administrative hearings and in court; prepare staff reports; attend Council and committee meetings; make presentations; and assist in revisions to and development of ordinances.

Distinguishing Characteristics:

Code Enforcement Officer I: This is the entry-level class in the Code Enforcement Officer series. This class is distinguished from the Code Enforcement Officer II series by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the II level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under general supervision while learning job tasks. Receives direction from higher-level management staff.

Code Enforcement Officer II: This is a full journey-level class within the Code Enforcement Officer series. This class is distinguished from the Code Enforcement Officer I by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level. Receives direction from higher-level management staff. May exercise technical supervision over less experienced staff.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Receive, record, investigate, inspect, and respond to citizens' complaints concerning City Code and other laws, rules, and regulation violations as assigned.

Position Title: Code Enforcement Officer I/II

Page 2 of 4

2. Evaluate and gather information related to the applicable ordinances, codes, laws, rules, and regulations and determines the proper course of action.
3. Make decisions regarding effective deployment of resources and prioritization of compliance.
4. Manage compliance with City codes.
5. Contact responsible parties, issue warning notices or letters regarding City Code violations, and follow-up on compliance.
6. Coordinate investigations and compliance enforcement with City departments and outside regulatory agencies.
7. Maintain thorough and accurate records of, and prepare records for, City Code violations.
8. Prepare documents, written correspondences, and briefs.
9. Issue citations on misdemeanors and infractions; research and prepare cases for prosecution; testify at administrative hearings and/or in court; and assist with testimony of other staff witnesses.
10. Maintain active liaison with homeowner groups, apartment and condominium associations, and local businesses as well as the Police Department, Community Development Department, and Fire Department.
11. Assist the Finance and Administrative Services Department in tracking and collection of fines and fees resulting from the disposition of cases through administrative or court procedures.
12. Attend community and neighborhood meetings; interact with key City staff and Councilmembers.
13. Coordinate neighborhood cleanups and participate in proactive code enforcement sweeps.
14. Prepare and give public presentations and staff reports regarding code enforcement; prepare and develop ordinances relating to code enforcement.
15. Perform other related duties as assigned.

Minimum Qualifications:

Code Enforcement Officer I

Knowledge of: City codes and ordinances enforceable by the City; business English, spelling, grammar, and basic report writing.

Ability to: Read, understand, and identify City Code violations; increase knowledge of pertinent City codes; learn to perform routine inspection, investigation, and enforcement of applicable codes and ordinances; gather information in an organized manner and draw a conclusion while applying applicable laws, rules, and regulations; prepare neat and accurate reports; learn to manage a caseload up to and including resolving the case through the criminal or administrative process; follow prescribed procedures quickly and accurately; establish and maintain effective work relationships with those contacted in the course of work; coordinate with City departments and governing entities to ensure compliance with code violations.

Experience and Training Guidelines: A combination of experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Equivalent to completion of an associate of arts degree and two years of related experience. Experience working with heavy public contact and/or enforcing codes and ordinances is highly desired.

Required Licenses or Certificates: Possession of a valid Class C California Driver License.

Code Enforcement Officer II

In addition to the qualifications for the Code Enforcement Officer I:

Knowledge of: City Code and code enforcement procedures; business report writing.

Ability to: Work independently; perform routine inspection, investigation, and enforcement of applicable codes and ordinances; conduct extensive research of City and County records; manage a caseload up to and including resolving the case through the criminal or administrative process.

Position Title: Code Enforcement Officer I/II

Page 4 of 4

Experience and Training Guidelines: A combination of experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Two years of experience performing duties equivalent to that of Code Enforcement Officer I in the City of Mountain View; equivalent to the completion of an associate of arts degree.

Required Licenses or Certificates: Possession of a valid Class C California Driver License. Certification as a Code Enforcement Officer by an organization recognized by either the California Alliance of Code Enforcement Organizations (CACEO) or the California Code Enforcement Corporation (CCEC) is highly desirable.

Working Conditions: The position requires outdoor work, interaction with the public, and physical hazards. Code Enforcement Officers may also be required to work varying shifts (including nights, weekends, and holidays) as well as attend occasional evening meetings.

Established:

Revised: October 2015

HRD/CLASS SPECS

Code Enforcement Officer I/II