



CITY OF RANCHO SANTA MARGARITA JOB DESCRIPTION

Code Enforcement Officer/Permit Technician Combination FLSA Status: Non-exempt

DESCRIPTION

Under general supervision, investigates and enforces the municipal code in areas of public welfare, safety, public nuisance, sanitation and health, building, housing, zoning and other ordinances; initiates enforcement action; act as secondary/back-up Permit Processing Technician as-needed.

CHARACTERISTICS

This classification reports directly to the Assistant City Manager/Development Services Director. The position is distinguished from other administrative support classes in that duties are specific, technical and more focused on City ordinances, regulations, and codes. The Code Enforcement Officer receives occasional instruction or assistance as new or unusual situations arise and is fully aware of the operating policies and procedures of the Development Services Department.

ESSENTIAL DUTIES

The essential duties of this classification include, but are not limited to, the following:

- Coordinate the receipt and investigation of complaints regarding violations of the Municipal Code, including but not limited to public welfare, safety, public nuisance, sanitation and health, building, housing, and zoning
- Conduct site visits; confer with City personnel regarding alleged or potential violations; document violations by securing photographs and other pertinent data; prepare and maintain accurate case files
- Determine alternative methods to achieve Code compliance involving interpretation and application of related laws, ordinances, and regulations; consult with planning staff, Assistant City Manager, and property owners
- Enforce and update Code Enforcement Manual; issue citations as necessary, in accordance with the Code Enforcement Manual
- Assist the Environmental Programs Coordinator to conduct Water Quality inspections and investigations including prohibited discharges, BMP and Water Quality Management Plan Implementation, and Commercial and Industrial Facility Inspections

- Issue parking citations for violations of street sweeping parking restrictions on marked routes
- Assist Principal Planner to conduct annual massage establishment inspections
- Attend applicable meetings and trainings
- Prepare violation letters, notices, and other correspondence; respond to inquiries; provide information to parties involved in code violation cases
- Assist building inspectors by conducting inspections as necessary or accompanying inspectors on inspections as needed
- Prepare cases for legal action, summarize evidence gathered in the course of periodic inspections and investigations; if requested, testify in court
- Process plans and permit applications for building and planning review and permits, such as for signs, banners, solar equipment, swimming pools, Certificates of Use and Occupancy
- Schedule inspections
- Provide information and service to citizens regarding permit fees, worker's compensation insurance and City regulations
- Calculate plan-check and permitting fees
- File permit materials in property files after final inspection by the City
- Provide administrative and clerical staff support services to department personnel as assigned, such as coverage of the main phone line, and directing citizens at the front counter
- Performs other related duties as assigned

MINIMUM QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a municipal planning and development services department

Planning, zoning, building inspection, water quality, safety laws and concepts

Federal and State laws, ordinances, rules and regulations including zoning, health and safety, public nuisance, and business codes and regulations that are enforceable by the City

Investigative techniques useful in inspecting residential and business violations to ensure compliance with applicable codes and regulations

Code enforcement regulations

Proper English, spelling, grammar, punctuation use, and business letter writing

Modern office equipment operation including computer equipment, software programs, and GIS systems; modern office practices, procedures, and methods

Ability to:

Respond to emergencies in an effective manner

Write reports and keep accurate records

Read and interpret maps, plans, and legal descriptions

Conduct research and draw logical conclusions

Identify violations of the Municipal Code; encourage compliance with regulations in a positive and proactive manner

Conduct code enforcement activities independently

Develop tracking methods for code enforcement

Conduct inspections of a variety of buildings and facilities

Gather and document information to build cases

Set out events and chronologies in a concise and clearly understood manner

Communicate effectively with a variety of personnel and establish/maintain effective and positive working relationships

Interpret and apply rules, regulations, legislation and policies

Attend night and/or weekend meetings, events or inspections outside normal business hours when necessary

Travel to various sites and safely operate a motor vehicle

Use photographic equipment, and operate a computer with a variety of software

Training and Experience:

Any combination equivalent to training and experience that provide the knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education equivalent to completion of the twelfth grade; and two years of experience with frequent public interaction and enforcement activities.

Desired certifications (not required):

Code Enforcement Officer Certification from the American Association of Code Enforcement (AACE) or California Association of Code Enforcement Officers (CACEO)

P.C. 832 certification

Physical Standards:

Physical & Sensory Elements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. The individual in this classification will primarily work both indoors and occasionally work outdoors. While indoors, the individual must possess mobility to work in a standard office setting and use standard office equipment. While outdoors the individual will inspect City sites, including traversing uneven terrain, climbing ladders, stairs; operating a motor vehicle; visiting various City and meeting sites; and working alongside maintenance crews. Standing for long periods of time and walking between work areas and to conduct inspections is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this class, the employee is regularly required to communicate effectively, verbally and in a written manner; observe and interpret data, and analyze and solve problems, (depending on position). The employee may have to move up to 50 lbs. and transport up to 10 lbs. objects frequently (depending on position). Vision abilities required by this job include the ability to detect, determine, perceive, identify, estimate, and assess work related objects and/or work products based on position specific designated tasks. Hear in the normal audio range with or without correction. The employee may be required to work outside standard

business hours to complete assignments. Must be able to work a flexible schedule. Use of personal vehicle during employment may also be required.

Environmental Elements: The employee must be able to work in an office environment and occasionally outdoors in field environments. The office setting will have moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may be required to travel to other locations to attend meetings or set up for off-site events. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing policies and procedures. Employees working in the field may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, construction equipment, and mechanical and/or electrical hazards.

Working Conditions: Work schedule may include occasional irregular hours as part of the normal job duties.

Tools and Equipment:

Personal computer, including a variety of software; telephone, typewriter, fax and copy machine; and other modern office equipment as necessary; operate a variety of photographic equipment.

LICENSE REQUIREMENTS

Must possess and maintain a valid California Driver's License and have a satisfactory driving record.

SELECTION GUIDELINES

All selection guidelines for this position are subject to City Council determination, and include a formal City application, rating of education and experience, oral interview, and reference check. Job-related tests may also be required. Successful completion of a background review, including fingerprinting, may be required. Selected candidate will be required to provide written identification showing entitlement to legal residence in the United States.

The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Note: All employees of the City of Rancho Santa Margarita are designated to be “Disaster Service Workers.” In the event of a declared emergency or any undeclared emergency or natural disaster, that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employee’s normal work assignments and may continue through the recovery phase of the emergency. (per City Ordinance 03-04).

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Classification Status: This is an “At Will” classification and not included in “Competitive Service” as defined in Section 2.04.040 of the Rancho Santa Margarita Municipal Code. Employment can be terminated with or without cause, or notice, at any time by either City or employee.

Approval Date: June 8, 2022