



CITY OF TULELAKE

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CODE ENFORCEMENT OFFICER

DEFINITION

Under general supervision, performs a variety of routine and complex work in the interpretation and enforcement of adopted codes, ordinances and related rules and regulations. The position is responsible for enforcing City codes and issuing citations for code violations pertaining to property use and maintenance, public nuisances, fire hazards and illegal dumping.

CLASS CHARACTERISTICS

This is a journey-level class that performs the full range of duties related to code enforcement activities to ensure compliance with zoning related ordinances, public nuisance abatements, building codes, property maintenance, abandoned and inoperable vehicles and other issues relating to the health, safety and general welfare of the community for public, and private residential, commercial and industrial property; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; and performs related duties as required.

EXAMPLES OF TYPICAL JOB FUNCTIONS

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Enforces City codes pertaining to property use and maintenance, public nuisances, fire hazards and illegal dumping.
- Coordinates with City departments as necessary to secure compliance with City codes when enforcement becomes necessary.
- Performs systematic site inspections of properties and building structures to ensure compliance with all applicable City codes and regulatory requirements; enforces all aspects of City codes and ordinances.
- Investigates citizen complaints of code violations; investigates obvious code violations observed during site investigations; determines appropriate action to be taken; locates property ownership information and County Assessor's parcel information; researches legal information for property owners, mortgage holders and interested parties; issues warnings, letters and citations as appropriate; conducts follow-up investigations and takes additional actions until cases are resolved and files are closed.
- Develops and maintains detailed case files with a numbering system and case log; maintains complete records of all cases including ownership information, all

communications and action taken with names, dates and times, before and after photographs as needed and copies of all other documents and information.

- Coordinates with the Building Inspector for structure inspections and public nuisance abatement.
- Coordinates with the Fire Chief in the mitigation of fire hazard and weed abatement issues.
- Organizes own work, sets priorities and meets critical deadlines.
- Compiles staff reports and makes quarterly presentations to City Council.
- Communicates information regarding violations, code requirements and necessary steps to correct for compliance. Consults with owners and occupants regarding provisions of City code. Communicates clear information with all persons regarding City code requirements.
- Develops legal cases with legal staff in code enforcement proceedings. Develops procedural remedies with legal staff to effectively use the legal system when dealing with repeat code violation offenders. Prepares case files for court actions including writing reports, maintaining inspection files, preparing chronologies and violation explanations.
- Reviews, develops and recommends procedures, schedules and code changes as needed to make the code enforcement program more effective and efficient.
- Provides information and answers questions from the general public, other agencies, and City departments regarding codes and enforcement issues.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Code enforcement principles, practices and methods as applicable to local government; working knowledge of applicable laws, standards and regulations relating to various land use, nuisance and public safety codes.
- Investigative principles, methods, and techniques, as case management principles for the purpose of preserving evidence and establishing documentation and a written audit trail for legal purposes.
- Record keeping, report preparation, filing methods and records management techniques.
- Modern office practices, methods, and computer equipment which may include, but is not limited to, mobile technology and electronic devices, and software related to the work.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

EDUCATION AND EXPERIENCE

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying.

LICENSES AND CERTIFICATIONS

- Possession of, or ability to obtain, a valid California Driver's License by date of appointment.