

CITY OF REDWOOD CITY CODE ENFORCEMENT OFFICER I/II

DEFINITION

Under general supervision, perform skilled inspection and code enforcement work to ensure compliance with Redwood City municipal codes, ordinances and zoning regulations; investigate and document violations; and perform other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Code Enforcement Officer I is the entry level class in the Code Enforcement Officer series. Incumbents in this class perform more routine and standardized tasks.

The Code Enforcement Officer II is the journey level class in the Code Enforcement Officer series. This class is distinguished from the Code Enforcement Officer I by the increased latitude for judgment and the complexity of assignments. Incumbents at this level are expected to work independently and coordinate city resources to solve difficult, complex, and serious code enforcement issues.

Employees work alone in the field, although work is subject to evaluation through inspection and review of reports by a Supervisor.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Building Official. Technical and/or functional supervision may be provided by the Senior Building Inspector.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES - Duties may include, but are not limited to the following:

1. Investigate complaints of violations of City code, zoning ordinances, sign regulations and related laws, ordinances, and codes; document complaints, inspections, actions, administrative remedies and compliance.
2. Issue courtesy notices, notices of violations, correction notices, and stop work orders, as appropriate.
3. Conduct routine follow-up investigations to ensure compliance with applicable codes; notify concerned parties of action taken.
4. Respond to complaints regarding abandoned vehicles on public right-of-way or on private property; determine ownership of vehicle; issue notice of violation and arrange for towing, if appropriate.

**CITY OF REDWOOD CITY
CODE ENFORCEMENT OFFICER I/II**

5. Work closely with homeowners, businesses and community groups to enhance the quality of neighborhoods through public relations, community building and code enforcement related educational activities; maintain effective and cooperative relations with the public.
6. Work with other city departments, outside agencies and the public in identifying and resolving code violation problems.
7. Prepare a variety of reports, letters, memoranda, and other correspondence.
8. Maintain files and records related to citations and violations.

OTHER JOB RELATED DUTIES

Perform related duties, as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

City codes, ordinances, laws and regulations pertaining to code enforcement.

Safe and efficient work practices related to code enforcement.

Principles, practices, methods and techniques of code enforcement and field investigations.

Effective and positive techniques for working and communicating with the public, and in a diverse community.

Ability to:

Interpret, apply and enforce city codes, ordinances, laws and regulations.

Apply principles, practices, methods and techniques of code violation investigation and enforcement.

Interpret and apply applicable state and local policies, procedures, laws and regulations.

Prepare, maintain and update routine records, logs and reports.

Communicate clearly and concisely, both orally and in writing.

**CITY OF REDWOOD CITY
CODE ENFORCEMENT OFFICER I/II**

Respond to inquires, complaints and requests for service in a fair, tactful and timely manner.

Solve complex code enforcement issues independently.

Establish and maintain professional relationships with those contacted in the course of work, including non-compliant members of the public.

Work independently in the absence of supervision and make independent decisions involving sensitive situations.

Skill to:

Provide excellent customer service to the public, other agencies and other city employees.

Operate a variety of modern office equipment, including computer equipment and applicable software.

Operate a motor vehicle safely and maintain a satisfactory driving record.

Experience and Training Guidelines:

Any combination of education, experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the minimum knowledge and abilities would be:

Code Enforcement Officer I

Experience:

Two years of experience in public contact work involving investigation or inspection skills. Experience enforcing codes and ordinances is highly desirable.

Education:

Equivalent to completion of the twelfth grade.

License or Certificate:

Possession of, or ability to obtain, a valid California driver's license.

**CITY OF REDWOOD CITY
CODE ENFORCEMENT OFFICER I/II**

Code Enforcement Officer II

In addition to the requirements for a Code Enforcement Officer I:

Experience:

Two years of experience comparable to that of a Code Enforcement Officer I in the City of Redwood City.

License or Certificate:

Possession of a valid Code Enforcement Officer certificate issued by the California Association of Code Enforcement Officers (CACEO), or equivalent.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Must be able to: perform work in various locations within the city; operate a motor vehicle; maintain a satisfactory driving record; sit, stand, stoop, climb, kneel or balance; occasionally lift /move up to 25 pounds; work outside in varying climatic conditions and in confined spaces; work varying shifts, including evenings and weekends, if required.

Effective Date: October 22, 2007

Bargaining Group: Service Employees' International Union - Local 521