

CITY OF EASTVALE



CODE ENFORCEMENT TECHNICIAN (Full-time)

DEFINITION

Under direct supervision from the Code Enforcement Officer, the Code Enforcement Technician performs routine field inspections and investigations related to property maintenance violations, zoning and housing code violations; performs research and writes reports regarding zoning and municipal code violations; carries out special projects, and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Code Enforcement Technician is an entry level classification in the Code Enforcement job series. It differs from the Code Enforcement Officer position in that the incumbent performs less complex and more routine code enforcement responsibilities while learning enforcement procedures for State and City codes and the rules and regulations of the Code Enforcement Section.

ESSENTIAL FUNCTIONS

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

1. Learns and performs to enforce and apply the Zoning and Municipal Code, Uniform Housing Code, and other related codes and regulations relating to community preservation, health and safety;
2. Learns and performs field investigations, takes on-site photographs, prepares diagrams and measurements of residential, commercial and industrial properties in assisting in the implementation of the City's code enforcement program;
3. Learns and performs the issuance of infraction and misdemeanor citations for violations relating to public nuisances, including zoning, litter, abandoned vehicles, weeds, debris accumulation, oversized vehicles in residential areas and parking violations;
4. Learns to the level of possessing the ability to determine if development projects are in compliance with zoning ordinances and regulations;
5. Advises applicants, homeowners or developers of the City's requirements and the correct procedures to be taken to ensure compliance; respond to citizen complaints;
6. Issues infractions and misdemeanor citations for violations of applicable codes;
7. Prepares written daily reports and maintains accurate records and files;

8. Assists in the preparation of code violation cases for presentation at public hearings, City Council meetings and judicial proceedings under the direction of his/her supervisor; and appear as a witness in court regarding violation cases;
9. Participates in joint inspections of properties with other agencies and City departments;
10. Researches property ownership and zoning, building and parcel histories;
11. Learns to interpret building and planning project entitlements; compiles statistics; and
12. Performs other related duties as needed.

EXPERIENCE, TRAINING, AND LICENSE

Education:

High school diploma or equivalent

Experience:

Two (2) years of experience in municipal government, including one year of responsible public contact work. Knowledge of and/or experience in construction, code enforcement, permit issuance or other building and construction related activities preferred.

License:

Possession of a valid California motor vehicle operator's license and an acceptable driving record is required.

Training:

Completion of forty (40) hours of training in arrest, search and seizure within six months of hire is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Operations and organizational structure of municipal government; principles and practices of research and report preparation; modern office procedures, methods and equipment including computers and supporting software applications; English usage, spelling, grammar, and punctuation; principles and practices of filing and record keeping; methods and techniques of public relations and customer service; safe and efficient work practices as they relate to code enforcement.

Ability to:

Learn, interpret and apply zoning and land use regulations and planning concepts to unusual or difficult zoning or municipal code violations; learn and understand rules of evidence related to public hearing and judicial cases; compile and analyze technical information; learn and apply investigative techniques; maintain and follow department policies and procedures; operate and

use modern office equipment including a computer and various software packages; communicate clearly and concisely, both orally and in writing; ensure safety standards are met; establish and maintain effective working relationships with those contacted in the course of work; delivery quality customer service; work independently and as a team member.

WORKING CONDITIONS

Work involves moderate work often in an outdoor setting with exposure to loud noises, chemicals, debris, air and waterborne pathogens. There is frequent need to stand, walk, sit, talk or hear, use hands, kneel, stoop and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

FLSA STATUS

This is a non-exempt classification.