

JOB SPECIFICATION

CLASS TITLE

COMMUNITY PRESERVATION OFFICER

ADOPTION

RESOLUTION NO.
8051

EFFECTIVE DATE
1/19/2021

FLSA DESIGNATION
NON-EXEMPT

GENERAL PURPOSE

Under general supervision of the Director of Community Development, performs routine to difficult field inspections of public and private property to ensure compliance with City zoning, municipal and building code provisions; explains regulations relating to codes to the public; inspects for business licenses; issues compliance orders and citations; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Community Preservation Officer performs journey-level code compliance duties including proactive field enforcement as well as responding to complaints regarding code compliance, nuisance abatement and community preservation. Assigned work requires general knowledge of the functions applicable to code enforcement and the ability to solve routine to moderately difficult problems.

This position reports directly to the Director of Community Development.

Community Preservation and Building Inspector is an available at-will assignment, subject to appointment by the Director of Community Development. An employee assigned to serve as Community Preservation Officer and Building Inspector, provides full range of building inspection services as a combination inspector. While serving as Community Preservation Officer and Building Inspector, the employee shall receive ten percent (10%) above base Community Preservation Officer pay.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations 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 this class.

1. Performs inspections and re-inspections of public and private property to ensure compliance with City zoning, municipal and building codes, including proactive inspections of residential, commercial and industrial buildings and properties; investigates and determines existence and type of zoning, municipal or building code violations and recommends corrective actions to bring about compliance; determines time frames for compliance achievement; issues verbal warnings, notices of violation and citations in accordance with all City codes; documents investigations and inspections.
2. Answers inquiries from and advises property owners, builders and the public regarding compliance with City municipal and building codes; responds to citizen complaints regarding potential code violations; coordinates with other City departments and other governmental agencies and performs code enforcement actions as necessary including encroachment issues, animal control and licensing, delinquent business licenses, non-payment of City fees and utility bills, refuse collection issues, NPDES

ESSENTIAL DUTIES AND RESPONSIBILITIES

violations and damaging public property; represents the City in court and testifies regarding code violations.

3. Visits or researches City businesses to ensure valid business licensing and compliance with applicable codes and conditions of operation; contacts vendors that are illegally selling, peddling or soliciting in the City; issues written warnings, compliance orders, citations and documents items being sold; seizes items being sold and documents storage of evidence if necessary; testifies at court hearings as needed.
4. Responds to and investigates calls for service regarding mosquitoes, bees, insects or vermin; issues notices of violation, notices to abate nuisance and citations; identifies and monitors potential sources of mosquito breeding; works with Los Angeles County Vector Control to treat sources of mosquito breeding as needed.
5. Performs public outreach and mediation of community concerns regarding property maintenance, municipal code compliance and enforcement and impacts on the community; attends Neighborhood Watch meetings; leads or participates in homeless counts; may provide information and assistance at a public counter.
6. Maintains accurate, complete records of complaints, inspections, violations and citations within the City's permit, application, and code enforcement case tracking software system; prepares periodic written reports and/or memorandums detailing code enforcement activity.
7. May provide oversight of and direction to City employees and volunteers performing graffiti removal; may assist in training new Community Preservation Officers.
8. When assigned to the Community Preservation and Building Inspector assignment, duties may also include, but are not limited to, the following:
 - Inspects all types of residential, commercial, and industrial buildings to ensure compliance with City building, plumbing, mechanical, and electrical codes and related federal, state, and local regulations.
 - Interpret and classify provisions of the Building Code for contractors, architects, Engineering Division, and the public.
 - Institute legal actions against violators of the Building Code.
 - Maintain inspection records pursuant to the Building Code and the Building and Safety Division.
 - Possess knowledge of construction that complies with provisions of building, plumbing, mechanical, electrical, zoning, seismic, and other building related codes and ordinances.
 - Ensure construction is completed consistent with approved plans and specifications.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

1. City, county, state and federal laws and regulations and City codes relating to zoning and building permits, public health, public safety, peace and public nuisance.

MINIMUM QUALIFICATIONS

2. Procedures involved in the enforcement of codes and regulations including methods and techniques of researching, conducting and documenting field investigations.
3. Effective public relations practices.
4. Evidentiary requirements for courts of law.
5. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
6. Safety policies and safe work practices applicable to the work.
7. Records management, recordkeeping, filing and basic purchasing practices and procedures.
8. Uses and operations of computers, standard business software and specialized database and spreadsheet applications.

ABILITY TO:

1. Recognize conditions that constitute code violations.
2. Analyze potential code violations accurately and adopt effective resolution processes.
3. Research and interpret zoning, building and municipal codes.
4. Perform code enforcement activities with minimum supervision.
5. Operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment.
6. Reach sound decisions in accordance with City policies and procedures.
7. Prepare clear and accurate reports, documents, data entries and files.
8. Communicate effectively, both orally and in writing.
9. Understand and follow written and oral instructions.
10. Represent the City effectively in dealings with the public, City staff and other agencies.
11. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
12. Establish and maintain effective working relationships with City management, staff, property and business owners, vendors, the public and others encountered in the course of work.

MINIMUM QUALIFICATIONS

EDUCATION, TRAINING AND EXPERIENCE:

A typical way of obtaining the knowledge, skills and abilities outlined above is:

Graduation from high school or GED equivalent, and two years of code enforcement experience involving public contact in a municipal setting; or an equivalent combination of training and experience.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:

A valid California Class C driver's license and the ability to maintain insurability under the City's vehicle insurance program.

A POST Training, PC 832 certificate is required and must be maintained during the course of employment. Certification as a Code Enforcement Officer (CCEO) by an organization recognized by the California Alliance of Code Enforcement Organizations (CACEO) is highly desirable.

When assigned to the Community Preservation and Building Inspector assignment, at least one valid certification as either a Residential Building Inspector or Commercial Building Inspector issued by the International Code Council (ICC) is required at the time of assignment. Possession of both ICC certificates as a Residential Building Inspector and as a Commercial Building Inspector are a condition of continued assignment within 18 months of the assignment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists; climb or balance on ladders or stairs; stoop, kneel, bend at the waist, crouch or crawl; and smell. The employee is frequently required to lift up to 25 pounds unaided.

Specific vision abilities required for this job include close vision, distance vision, use of both eyes, depth perception, color vision and the ability to adjust focus.

MENTAL DEMANDS

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

WORK ENVIRONMENT

The employee works in an office and field environment where the noise level is usually moderate. The employee is occasionally exposed to wet or humid conditions, vibration, airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level is occasionally loud. The employee may be required to work various shifts and standby at night, on weekends and holidays as needed.

