

FLSA Status: Non-Exempt

Established: September 2025

CODE ENFORCEMENT OFFICER I/II

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

DEFINITION

Under general supervision, the Code Enforcement Officer I/II position primarily performs residential, commercial, and industrial site inspections and investigations to ensure compliance with City Municipal Codes and regulations in the areas of housing, zoning, development, and signage codes; investigates citizen complaints of public nuisances, quality of life, and health and safety issues; seeks voluntary compliance or issues citations; and performs related duties as assigned.

CLASS CHARACTERISTICS

Code Enforcement Officer I: This is the entry-level classification in the Code Enforcement Officer series. Initially under close supervision, incumbents learn and perform routine and less complex assignments, while learning City policies and procedures. As experience is gained, assignments become more varied, complex, and difficult; there is greater independence and less supervision within the established guidelines. Positions at this level usually perform most of the duties required of the Code Enforcement Officer II – level but are not expected to function at the same skill level and usually exercise less independent discretion and judgement in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. This classification is alternatively staffed with Code Enforcement II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher-level class.

Code Enforcement Officer II: This is the journey-level classification in the Code Enforcement Officer series. Positions at this level are distinguished from the Code Enforcement Officer I – level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Examples of Duties: Duties may include, but are not limited to the following:

- Receives and responds to complaints regarding violations of zoning, housing, dangerous building and property maintenance codes, abandoned or inoperative

vehicles, debris, unsanitary conditions, overgrown vegetation, signage, and other municipal code violations.

- Investigates possible violations, photographs evidence, and communicates with responsible persons via telephone, in person, or in writing; interprets codes and regulations and explains inspection procedures and regulations to involved parties.
- Prepares investigates reports and initiates procedures to obtain compliance with City codes by meeting with citizens and property owners, providing recommendations for compliance, issuing citations for violations as necessary, and conducting follow-up investigations.
- Prepares non-compliance cases for legal action; presents testimony at hearings.
- Coordinates with property with property owners and/or other City staff on abatement of hazardous items and/or abandoned property on vacant lots and other premises.
- Maintains records and prepares reports of inspections and related code enforcement files.
- Performs a variety of public relations and outreach work related to assigned activities by providing information on City codes and related regulations.
- Develops and maintains positive public relations with emphasis on customer services; maintains communication among the parties and responds to and resolves issues and complaints or refers them to the proper staff for resolution.
- Administers grants related to code enforcement activities, participates in grant application activities.
- Conducts special studies, surveys and analyses, and prepares reports as assigned.
- Observes and complies with all City mandated safety rules, regulations, and protocols.
- Flexible availability required; must be able to work varying hours, including evenings, weekends, and holidays.
- Performs related duties as assigned.

MINIMUM QULAIFICATIONS

Positions in the Code Enforcement Officer I- level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Principles, practices, methods, and techniques used in the investigation, enforcement, and resolution of code violations, including inspection procedures, documentation standards, notification and correction processes, preparation of legal documents, and participation in administrative hearings.
- Municipal, zoning, and related codes, ordinances, and regulations relevant to code enforcement.
- Applicable federal, state, and local laws, ordinances, regulations, policies, and procedures related to code enforcement.
- Safety standards, occupational hazards, and practices specific to field inspections and enforcement activities.

- Research methods, recordkeeping practices, report writing techniques, and professional correspondence.
- City and mandated safety rules, regulations, and protocols.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Industry standards and best practices in code enforcement and compliance activities.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Explain and enforce municipal, zoning, and related codes, and regulations to property owners, residents, and others.
- Identify and respond to issues and concerns of City management and staff, a variety of community and business groups, and the general public in a fair, tactful, and timely manner.
- Solicit cooperation with violators in achieving code compliance.
- Apply methods and procedures used in code enforcement including notification procedures, criminal, civil, and administrative remedies, methods used to obtain various types of inspection warrants, and principles used to prepare legal documents.
- Maintain a variety of filing, record keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and City in meetings with community and business groups and in meetings with individuals.
- Prepare clear and concise correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and judgement within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

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

Code Enforcement Officer I/II: Equivalent to the completion of the twelfth (12th) grade supplemented by college level coursework in building technology, community development, engineering, criminal justice, or closely related field.

Code Enforcement I: Six (6) months of experience involving a high level of public contact including some experience dealing with the public in enforcement, inspection, investigation, or customer service capacity. Experience that includes the enforcement of municipal codes is highly desirable.

of experience performing field inspections, site surveys, or investigations.

Code Enforcement Officer II: Three (3) years of increasingly responsible code enforcement experience equivalent to a Code Enforcement I at the City of Live Oak.

Licenses and Certifications:

- Possession of a valid California Driver's License and a satisfactory driving record.
- Possession of, or successful acquisition within twelve (12) months of appointment, a Code Enforcement Officer Certificate issued by the California Association of Code Enforcement Officers, to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator to open standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work, to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability

to lift, carry, push, and pull materials and objects averaging a weight of 30 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazardous, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

City employees are expected to work varying work schedules, weekends, evenings, and holidays, and may be called back to work, as required to accommodate the City's needs.