

City of Signal Hill

CODE ENFORCEMENT OFFICER

Bargaining Unit: SHEA

Date: February 25, 2025

CENTRAL PURPOSE OF JOB

Under general direction, enforces the provisions of and provides information regarding the Signal Hill Municipal Code, with a focus on the Zoning Code, Nuisances, and the Building and Housing Codes, and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

The Code Enforcement Officer is a, journey level, non-sworn class. May work a varying schedule of hours which may include early mornings, days, nights, weekends, and holidays as needed.

Essential Functions

Essential functions, as defined under the Americans with Disabilities Act, may include, but are not limited to the following characteristic duties, responsibilities, knowledge, skills and other characteristics. The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Investigates reported and observed code violations.
- Meets with property owners to obtain compliance with codes.
- Issues citations as needed in a customer friendly manner.
- Follows up on nonconformities.
- Provides information to the public regarding zoning, land use laws, and property maintenance.
- Canvasses residential, commercial, and industrial areas daily for visible code violations related to property maintenance and investigates as necessary.
- May assist other Departments in enforcing the Municipal Code related to housing, zoning, safety, permitting, and business license.
- Prepares oral and written reports detailing the nature of a violation or complaint and recommends necessary changes required for compliance.
- Maintains records of complaints and inspections.
- Assists in preparing amendments to related ordinances.
- Prepares information for the City Attorney's Office and gives testimony in court as required.
- Coordinates enforcement activities with other government agencies and City departments.

Minimum Training and Experience

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

Experience: Two (2) years of experience in code enforcement.

Education/Training: High school diploma or equivalent. A bachelor's degree in planning or related field, accreditation from a professional code enforcement organization such as SCACEO or AACEA is desirable.

Licenses and Certificates: Valid Class C California driver license, acceptable driving record, and evidence of insurance are required. Must have or obtain within six months of employment a P.O.S.T. 832 PC Certificate.

Knowledge and Abilities Required to Perform Essential Job Functions

Knowledge of:

- Local, state and federal agencies that can assist in resolving Municipal Code violations.
- Municipal Codes, housing, zoning, and building codes.
- Effective public relations and customer service practices.
- Investigation techniques and procedures.
- 832 P.C. regarding arrest, search, and seizure techniques.,
- Use of computer as a research tool.

Ability to:

- Receive direction from superiors as well as collaborating and develop code enforcement strategies.
- Establish and maintain cooperative relationships with co-workers and members of the public, or related agencies contacted in the course of work.
- Enforce property maintenance regulations firmly, tactfully, and impartially.
- Analyze situations accurately and adopt effective courses of action.
- Interpret and apply pertinent codes, laws, and policies.
- Operate a personal computer with knowledge of Iworqs, Microsoft Word, and PowerPoint, and an aptitude to learn and become proficient with other software applications that pertain to this position.
- Communicate effectively both orally and in writing.
- Maintain complete records and prepare comprehensive reports.
- Independently plan and carry out duties.

Physical Requirements:

When work is performed on site, the incumbent may be exposed to the elements, stand and walk on slippery/uneven surfaces, kneel, crouch, twist, climb ladders and inclines, reach and bend. The incumbent may grasp, lift and carry boxes of records and other items weighing up to 25 pounds. When inspecting/investigating, the incumbents drive a City

vehicle and may occasionally be exposed to grease/oil, fumes, solvents or chemicals, dust, electrical and mechanical hazards and vehicular traffic. The incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing, and dexterity levels appropriate to the duties to be performed. When work is performed in the office, the incumbent may sit for prolonged periods of time and use a computer keyboard and screen.

ADDITIONAL INFORMATION

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.