

# CITY OF LOS BANOS

## Job Description

<b>POSITION TITLE</b>	CODE ENFORCEMENT OFFICER
<b>DEPARTMENT</b>	POLICE
<b>EMPLOYMENT CATEGORY</b>	PART-TIME
<b>EMPLOYMENT LEVEL</b>	STAFF

### **DEFINITION**

To perform duties related to monitoring and enforcing a variety of City building, zoning and land use codes, ordinances and regulations; to conduct investigations; to provide information on City regulations to homeowners, tenants and the public; and to enforce animal control licensing laws.

### **SUPERVISION RECEIVED**

Receives direct supervision from the Police Commanders and/or Police Sergeants.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- Reliable and dependable attendance and punctuality.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Communicate clearly and concisely both orally and in writing.
- Perform other related duties as assigned.

### **Community Preservation Function:**

- Receive, review and investigate complaints of non-compliance with City codes and ordinances; review documentation relating to property, including but not limited to, case files and maps.
- Identify corrective actions to be taken by homeowner; monitor corrections to ensure conformance with codes and regulations; prioritize and arrange action items in an equitable manner to encourage cooperation from owners and tenants.
- Conduct follow-up investigations to ensure compliance with law, code or ordinance; provide follow-up and regular inspection of projects under construction to ensure compliance with conditions of project approval.
- Provide information to violators and the general public regarding codes, laws and ordinances.
- Issue administrative warnings and citations and compliance letters; initiate criminal and civil complaints as necessary.
- Document and maintain records of code enforcement activities.
- Maintain complaint database and accurate code violation records.
- Research, analyze and interpret City Zoning Ordinances, Subdivision Codes, and building permits.

- Prepare and present information before the Planning Commission, City Council and State and regional boards.
- Perform title searches.
- Coordinate investigations with appropriate Public Safety Department.
- Assist with the development of policies and procedures related to code enforcement.
- Prepare a variety of written reports, memos and correspondence.

**Animal Control Function:**

- Patrol City streets, roads and parks; search for stray or abandoned animals; capture and confine animals using appropriate procedures; impound and quarantine animals, as appropriate; enforce City animal control and licensing laws; issue citations for violations of animal control and licensing ordinances.
- Investigate reports or complaints of dogs, cats or other animals creating nuisances; use tactical communication style to de-escalate situations and use mediation techniques to reconcile various complaints.
- Investigate reports of animal cruelty or abuse, and take appropriate action.
- Administer vaccines and provide first aid medical treatment to animals; euthanize severely injured animals.
- Write incident reports, gather evidence, prepare and present cases at administrative hearings; prepare and maintain a variety of records and reports; maintain inventories of medications supplies.
- Maintain contact with citizens regarding animal control issues and problems and preserve good relationships with the general public; explain ordinances relating to the care and keeping of animals to the public; conduct educational seminars and presentations to promote and provide education to the public regarding the keeping and caring of pets.
- May assist Police Officers on high risk operations including dynamic and tactical entries, searches, and in serving arrest warrants, when vicious dogs may be present.
- Receive and develop appropriate solutions for animal service requests.
- Effectively maintain and operate the City's Animal Shelter.
- Document and maintain records of animal control activities.

**Knowledge of:**

- Principles, practices, methods and techniques of code enforcement, humane apprehension and care of animals.
- Land use laws, City codes, ordinances, laws and regulations pertaining to health and safety.
- Basic principles, practices and techniques of building and safety inspection.
- General City services and municipal organizational structure as they relate to code enforcement.
- Legal terminology, forms and procedures.
- Principles of identification, preservation and presentation of evidence.
- Safe and efficient work practices as they relate to code enforcement.

- Principles and practices of humane apprehension and care of animals.
- Equipment and methods used to capture and restrain animals.
- Physical and behavioral characteristics of common breeds of domestic animals.
- Police protocols and standard operating procedures.
- Pertinent local, State and Federal laws, ordinances and rules.
- Techniques involved in public relations and conflict resolution.

**Ability to:**

- Plan and conduct investigations and enforcement action for planning, land use, zoning, and subdivision laws, codes ordinances and regulations.
- On a continuous basis, know and understand all aspects of the job; prepare reports; know, understand, interpret, and explain department and program policies, procedures, rules, codes, laws and operational procedures; observe, analyze, evaluate and solve code enforcement problems/issues, taking appropriate course of action; remember various inspection rules and codes.
- Intermittently, sit at a desk while studying or preparing reports; twist to reach equipment or materials; stand, walk, balance, stoop, kneel, climb, crawl, and bend while performing inspection duties; perform simple grasping and fine manipulations; use telephone, and write or use keyboard to communicate through written means and lift or carry weight of 50 pounds or less.
- Interpret, apply, and enforce pertinent codes, ordinances, laws and regulations with impartiality and efficiency, inspecting and identifying violations of code.
- Gather, organize, analyze and present a variety of data and information.
- Effectively represent the City in land use investigations and enforcement functions with Courts, the public and other governmental agencies.
- Understand the interaction between the public and elected officials.
- Maintain and update records, logs and reports.
- Respond to inquiries, complaints and requests for service in a fair, tactful and firm manner.
- Organize and maintain records; meet deadlines.
- Work independently.
- Operate modern office equipment and digital camera and photo software.
- Understand and follow both oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate effectively with the public, co-workers, and supervisors.
- Enforce animal regulations and ordinances.
- On a continuous basis, know and understand all aspects of an Animal Control Officer's job; intermittently analyze work papers, reports and special projects; remember accounts given by witnesses; interpret and apply the law to field situations; problem solve crime and abuse situations; and explain law to public.
- On an intermittent basis, sit at desk or in patrol vehicle; walk and stand during patrol activities; bend, squat and kneel during examination and restraint of animals; climb stairs and/or ladders while in the field; twist while restraining animals; perform simple and power grasping, pushing, pulling, and fine manipulation; continuously wearing

utility belt and other equipment of 30 pounds; and intermittently carry weight of 100 pounds or less.

- Identify symptoms of common animal diseases.
- Administer humane euthanasia to animals, as necessary.
- Conduct thorough investigations including, but not limited to, animal abuse and cruelty cases.
- Use and care for firearms.
- Safely handle and detain animals.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

### **MINIMUM QUALIFICATIONS**

- Must be age eighteen (18) by date of application.
- Equivalent to the completion of the twelfth grade.
- Possession of a valid California Class C driver license.
- Code Enforcement Officers performing Animal Control functions must possess a Certificate of Completion of Penal Code 832 Course in Arrest and Firearms issued by California Commission on Peace Officer Standards and Training (P.O.S.T.) within one (1) year of assignment.

### **DESIRED QUALIFICATIONS**

- Three (3) years of responsible investigative and code enforcement experience for a public agency or one (1) year of experience working with domestic animals in a public setting.

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