

CITY OF LOS BANOS

Job Description

POSITION TITLE	CODE ENFORCEMENT OFFICER
DEPARTMENT	POLICE
EMPLOYMENT CATEGORY	REGULAR
EMPLOYMENT LEVEL	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

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

- 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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