



*The City of Brawley is looking for a
dedicated person to join our team!*

Code Enforcement Officer

\$4,514.31 - \$5,386.02/Monthly

We are seeking a civilian law enforcement team member to assist in compliance with City codes, standards and policies. High school diploma or equivalent and two year's experience in Code Enforcement Duties. PC 832 certification is desired.

Please see the job description for more information

Deadline to apply: April 29, 2024

Help us serve the residents of Brawley



CITY OF BRAWLEY

CLASS TITLE: Code Enforcement Officer

SUPERVISION RECEIVED

Receives direct supervision from the Police Chief, Police Commander, Police Sergeants and/or supervisor.

BASIC FUNCTION:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Perform a variety of municipal code enforcement duties to assure compliance with the City Code and City standards and policies regulating construction, signs, business licenses, zoning, land use, housing and conditions set forth in conditional or temporary use permits; coordinate code enforcement activities with other City departments.
- Locate and investigate reported violations of City Code; obtain relevant information through public contacts and other investigative techniques including site inspections; photograph violations; identify and explain violations, provide warnings, seek corrective action issue stop work orders and citations as appropriate. Explain ordinances to citizens and work with citizens to gain voluntary compliance with applicable City ordinances and codes.
- Conducts business license and other inspections to ensure business, vendors, organizations and individuals comply with established codes, standards and policies; identify violations, provide warnings, recommend corrective actions, follow up to ensure compliance and issue citations as appropriate.
- Provide consultation and technical assistance to the public concerning code enforcement, City Code requirements and assigned functions; respond to inquiries and provide detailed and technical information concerning related laws, codes, rules, standards, regulations, policies, and procedures; interpret and explain necessary measures for compliance.
- Investigate and assist in mediating public complaints; provide information by obtaining relevant information and responding to public inquiries; follow up complaints to assure violations have been corrected; attend related meetings.
- Compile information and prepare and maintain a variety of records, reports and files related to code enforcement, inspections, citations, warnings, violations and assigned activities; prepare and distribute correspondence to property owners and/or responsible persons or parties regarding violations.
- Investigate complaints and locate violations of the City's zoning ordinance; seek abatement of violations through both verbal and written contract with the public.
- Conduct inspections for special event permits and temporary use permits including tent sales, to assure possession of appropriate permits by vendors, organizations and individuals; inspect commercial banners placed on building to ensure that proper permits are obtained and that approved conditions are being met.

Approved: 02/09/2024

- Assist in the prosecution of citations, misdemeanor complaints or injunctive actions related to City Code violations; and testify, if necessary, in criminal and/or civil proceedings on behalf of the City concerning City Code violations.
- Prepare evidence in support of legal actions taken by the City.
- Communicate with City personnel, various outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns.
- Participate in the implementation of the City's graffiti abatement program; receive requests for abatement of graffiti; patrol the City, record location of graffiti, and inform the City's Graffiti Abatement Office of the need for vandalism clean-up; obtain and collect right of entry forms for graffiti abatement on private property; enter calls into computer system and track case progress.
- Collaborate with fire and police personnel in the enforcement of over grown vegetation, abandoned vehicle abatement codes and requirements, and any other fire hazards; prepare and distribute notices to property owners as needed.
- May assist in researching, drafting, and rewriting municipal codes; participate in the development of forms and processes utilized to address various issues.
- Must be able to work a flexible schedule and attend various meetings when directed by their supervisor.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

OTHER DUTIES:

- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

- Operate a variety of office equipment including a copier, fax machine, digital camera, two-way radio, computer and assigned software.
- Ability to gain knowledge of practices, techniques, and procedures of municipal and building code enforcement.
- Ability to gain knowledge of applicable laws, codes, rules, requirements and regulations related to assigned activities including the City Code and City Ordinances.
- Ability to gain knowledge of practices, techniques, and procedures of zoning code enforcement.
- Ability to gain knowledge of City organization, operations, policies and objectives.
- Ability to gain knowledge of City Code, sign and zoning ordinances and related City requirements.
- Ability to gain knowledge of record-keeping and report preparation techniques.
- Ability to gain knowledge of legal enforcement procedures.
- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

- Ability to communicate and work cooperatively with staff, vendors, contractors, architects, and public and private representatives
- Ability to complete legible and accurate records and correction notices.
- Operate standard office equipment and inspection tools.

Approved: 02/09/2024

- Able to provide information and assistance to other departments and the public regarding code enforcement, City Code requirements and other assigned functions.
- Ability to locate and investigate violations of the City Code and related standards and policies.
- Ability to conduct business license and other inspections to ensure businesses, vendors, organizations and individuals comply with established codes, requirements, standards and policies.
- Ability to identify and explain violations, recommend corrective actions and issue citations as appropriate.
- Able to understand and work within scope of authority
- Able to interpret, apply and explain applicable laws, codes, rules, ordinances and regulations.
- Able to maintain records and prepare reports.
- Able to determine appropriate action within clearly defined guidelines.
- Able to meet schedules and time lines.
- Able to operate a variety of office equipment including a computer.
- Able to communicate effectively both orally and in writing.
- Able to establish and maintain cooperative and effective working relationship with others.
- Able to obtain 832 P.C. certification.
- Able to successfully pass California Association Code Enforcement Officers (CACEO) module #1, module #2, and module #3.
- **ABILITY TO PASS A THOROUGH BACKGROUND INVESTIGATION.**

EDUCATION AND EXPERIENCE:

- Must be at least 18 years of age at time of appointment.
- High School diploma or equivalent.
- Valid Class C California driver’s license and an acceptable driving record.
- Any combination equivalent to: graduation from high school and/or GED equivalency. Two (2) years of photographic experience; or two (2) years crime scene experience; or two (2) years education in a related field to demonstrate the knowledge and abilities listed above. Alternatively, two (2) years of responsible work experience demonstrating a level of complexity and responsibility similar to the roles listed above may also be considered.

DESIRABLE EXPERIENCE:

- Code Enforcement and/or related law enforcement experience.
- Current PC 832 Certification.
- Possession of any combination of California Association Code Enforcement Officers (CACEO) or American Association of Code Enforcement (AACE) Zoning Enforcement Officer and Property Maintenance & Housing Inspector certificates.

WORKING CONDITIONS:

ENVIRONMENT:

- Work is routinely performed in outdoor environments with constant exposure to inclement weather and varying temperatures.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person or on the telephone.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to file materials and inspect sites.

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- Walking.

HAZARDS:

- Potential for contact with dissatisfied or hostile individuals.
- Exposure to dust and fumes.
- Working on ladders and scaffolding and occasional lifting of objects up to 25 pounds.

Disaster Service Workers:

Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law. The employees working for the City of Brawley take this responsibility seriously. Disaster plans are continuously being evaluated, drills are scheduled, and employees engage in training where they practice executing emergency support services.

Note: This job description represents key areas of responsibility, and specific position assignments may vary based on departmental needs.