



CITY OF RANCHO SANTA MARGARITA JOB DESCRIPTION

CODE ENFORCEMENT/NPDES OFFICER

DEFINITION

Under general supervision, investigates and enforces the municipal code in areas of public welfare, safety, public nuisance, sanitation and health, National Pollutant Discharge Elimination Systems (NPDES) standards, building, housing, zoning and other ordinances; initiates enforcement action; performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This classification reports directly to the Development Services Director. The position is distinguished from other administrative support classes in that duties are specific, technical and more focused on City ordinances, regulations and codes. The Code Enforcement Officer receives occasional instruction or assistance as new or unusual situations arise and is fully aware of the operating policies and procedures of the Development Services Department.

ESSENTIAL DUTIES

The duties assigned include, but are not limited to, the following:

- Coordinate the receipt of complaints regarding public welfare, safety, public nuisance, sanitation and health, building, housing, zoning, NPDES and other ordinances; prepare files by establishing identity of legal owner, verify parcel address and other information necessary to the conduct of investigations and enforcement actions.
- Conduct site visits; confer with City personnel regarding violations; document violations by securing photographs and other pertinent data; maintain accurate case files.
- Determine alternative methods to achieve code compliance involving interpretation and application of related laws, ordinances, and regulations; consult with planning/building/NPDES/public safety staff and property owners.
- Enforce and update the City's Code Enforcement Manual; issue citations as necessary, in accordance with the Code Enforcement Manual.
- Conduct Water Quality Investigations including Prohibited Discharges, Best Management Practices (BMPs) and Water Quality Management Plan Implementation, and Commercial and Industrial Facility Inspections.

- Provide public education on NPDES, update, distribute and maintain appropriate information.
- Attend applicable NPDES meetings and training held by the County of Orange.
- Prepare abatement letters; receive inquiries; provide information to complainants, attorneys, business owners, residents and property owners involved in code violation cases; prepare related correspondence.
- Assist building inspectors by conducting inspections of minor projects such as block walls and other fencing.
- Prepare cases for legal action, summarize evidence gathered in the course of periodic inspections and investigations; testify and present evidence in Court.
- Review and enforce business registrations and home occupation permits, and process home occupation permits by posting notices on property, interviewing applicants and neighbors.
- Prepare and submit for approval codes and ordinances related to enforcement issues or procedures.
- Provide assistance to the public, City staff, and co-workers involved in related activities.
- Establish, maintain and foster positive and harmonious working relationships with City staff and all those contacted in the course of work.
- Perform other related work, as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Planning, zoning, building inspection, NPDES, Best Management Practices and safety laws and concepts.

Organization and functions of the various agencies involved in planning, zoning and land use processes.

Federal and State laws, ordinances, rules and regulations including zoning, health and safety, public nuisance, business codes and regulations that are enforceable by the City.

Investigative techniques useful in inspecting residential and business violations to insure compliance with applicable codes and regulations.

Code enforcement regulations.

Court etiquette and rules of evidence.

Modern office procedures, methods and computer equipment.

Ability to:

Respond to emergency situations in an effective manner.

Write reports and keep accurate records.

Read and interpret maps, plans and legal descriptions.

Conduct research and draw logical conclusions.

Identify violations of a variety of codes and regulations; Encourage compliance with regulations in a positive manner.

Conduct code enforcement activities independently.

Develop tracking methods for code enforcement.

Conduct inspections of a variety of buildings and facilities.

Gather and document information to build cases.

Set out events and chronologies in a concise and clearly understood manner.

Communicate effectively with a variety of personnel and establish/maintain effective working relationships.

Interpret and apply rules, regulations, legislation and policies.

Attend night and/or weekend meetings, events or activities outside normal business hours.

Travel to various sites and operate a motor vehicle safely.

Use photographic and sound monitoring equipment, operate a computer with a variety of software.

Training and Experience:

Any combination equivalent to experience and training that provides the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include:

Education equivalent to completion of the twelfth grade; two years of experience in a public agency that provided the required knowledge and skills or experience that involved frequent public contact and/or enforcement activities; or any combination of experience and training that would likely provide the required knowledge and abilities.

Licenses:

Possession of a valid Class C California Driver's License and a satisfactory driving record is required.

Possession of a Certificate of Training in Arrest, Search and Seizure Procedures (P.C. 832) or ability to obtain said certificate within 6 months from the date of appointment.

Physical Standards:

Physical & Sensory Elements: The sensory demands of the job typically require speaking, hearing, touching and seeing. This is primarily a sedentary office classification although standing in work areas for prolonged periods of time and walking between work areas may be required. Employee has extensive public contact and is required to communicate with others, use a telephone and work on a personal computer. Close vision for reading and working on a visual display terminal screen and the ability to focus on small objects is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry plans, reports and records that typically weigh less than 25 pounds.

Environmental Elements: Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employee is required to travel to other sites in the field to inspect,

confer, and photograph possible code violations. Employees may be required to travel to other locations and attend meetings. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing policies and procedures.

Tools and Equipment:

Personal computer, including a variety of software; telephone, typewriter, fax and copy machine; and other modern office equipment as necessary; operate a variety of photographic and sound monitoring equipment.

SELECTION GUIDELINES

All selection guidelines for this position are subject to City Council determination, and include a formal City application, rating of education and experience, oral interview, and reference check. Job-related tests may also be required. Successful completion of a background review, including fingerprinting, may be required. Selected candidate will be required to provide written identification showing entitlement to legal residence in the United States.

The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Note: All employees of the City of Rancho Santa Margarita are designated to be "Disaster Service Workers." In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employee's normal work assignments and may continue through the recovery phase of the emergency. (per City Ordinance 03-04)

Council Approval: 4/26/2006

Staff Modifications: 2/6/2014