

**CITY OF COMMERCE  
CODE ENFORCEMENT OFFICER II**

**Class Title:**

*Code Enforcement Officer II*

**Class Code:**

3310

**THE POSITION**

Under general supervision, provides journey level office and fieldwork duties in support of Code Enforcement including the investigation, inspection and enforcement of municipal and State codes, ordinances, abatement regulations, and health and safety laws for the Community Development Department.

**DISTINGUISHING CHARACTERISTICS**

Code Enforcement Officer II is the journey level class in the code enforcement series. Positions in this class are normally filled by advancement from the lower class of Code Enforcement Officer I, or requires prior code enforcement work experience. Appointment to the higher class requires that the employee be performing substantially the full range of duties for the class and meet the qualification standards for the class. Work in this class is distinguished from that of the Code Enforcement Officer I by the greater complexity of the assignments received and by the greater independence with which an incumbent is expected to perform. Code Enforcement II is distinguished from Code Enforcement Supervisor in that the latter is the supervisory level in the series.

**EXAMPLE OF DUTIES**

*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs land use and environmental inspections to ensure safety and general welfare of residents, and to maintain property values of residences; enforces City codes encompassing sub-standard buildings, zoning, vehicle abatement, nuisance abatement, land use, public health and safety, and other compliance violations such as illegal vending on public and private property; performs special event safety inspections as required.
- Answers inquiries on code violations and enforcement issues; provides advice, assistance and information within scope of authority.
- Responds to complaints of potential code violations relating to environmental control, signing, building occupancy, hazards, housing conditions, construction, land use, zoning, dumping, polluting, and other nuisances and code related matters.
- Receives, processes and investigates complaints from citizens and other City departments; initiates investigations and analysis based on preliminary information; compares facts to code requirements; contacts individuals to discuss violations and alternatives for resolving compliance issues; documents findings, and issues warnings and correction notices.
- Explains the requirements of building and safety codes, zoning, health, environmental and other local and regional ordinances to citizens.
- Following established procedures, issues letters of violation and citations to people in clear violation of City codes and State regulations; documents each citation presented to owners and agents.
- Conducts follow-up inspections and verifies compliance.
- Coordinates efforts with other City departments and law enforcement agencies, as needed.

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- *Maintains and updates files and records related to inspection and enforcement activities; completes required project and event documentation, daily logs and reports.*
- *Maintains the absolute confidentiality of all records and information.*
- *Performs related duties as assigned.*

**MINIMUM QUALIFICATIONS**

**Education and Experience:**

*High school diploma or equivalent GED.*

**AND**

*Two years of experience as a Code Enforcement Officer which includes progressively responsible public contact work with primary experience in the area of enforcement of public laws or guidelines, conducting public inspection or complaint investigations.*

**LICENSES, CERTIFICATES AND SPECIAL REQUIREMENTS**

**Required Licenses or Certifications:**

*Must possess a valid California driver's license.*

*Certified training in California Penal Code, Section 832 (PC-832) Laws of Arrest, is required within six (6) months of hire.*

**REQUIRED KNOWLEDGE OF**

- *City policies and procedures.*
- *Applicable federal, State, and City codes, laws, statutes, and ordinances.*
- *Principles and practices of enforcement, investigation and inspection of code violations.*
- *Interviewing principles, techniques and methods.*
- *Occupational hazards and safety practices necessary in the area of code compliance.*
- *Laws of search and seizure, arrest procedures and the rules of evidence.*
- *Business and personal computers, and specialized software applications.*
- *Recordkeeping and file maintenance principles and procedures.*
- *Safe driving principles and practices.*

**REQUIRED SKILL IN**

- *Interpreting and applying rules and regulations, and City codes, policies and procedures.*
- *Conducting investigations, maintaining accurate records and preparing reports.*
- *Making independent decisions while working in the field, and following established procedures.*
- *Resolving customer service issues effectively according to policies and procedures.*
- *Interacting with the public displaying a high degree of courtesy, tact, compassion and poise.*
- *Maintaining accurate records and preparing clear and concise reports.*
- *Establishing and maintaining cooperative working relationships with co-workers and the public.*
- *Effective verbal and written communication.*

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable*

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*accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands**

*While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to manipulate, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is regularly required to bend and twist at the neck, reach with hands and arms. Occasional bending, stooping, climbing, and overhead reaching and lifting up to 50 pounds unaided is required. Specific visual abilities required for this job include close vision, distance vision, and the ability to adjust focus.*

**Work Environment**

*The employee works in a standard office environment and in a field environment where the noise level may noisy and which may include working in heat, cold or inclement weather, and may include walking on uneven terrain. May be in contact with angry or upset individuals.*