

CODE ENFORCEMENT OFFICER TRAINEE

Definition:

Under varying levels of supervision provides staff support to the Code Enforcement Division, provides information at a public counter, learns to investigate and report on a variety of complaints, violations and concerns associated with the enforcement of the Municipal Code and other applicable laws and regulations to include housing, zoning and land use conditions and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in the class include the following:

Learns to investigate complaints involving housing, zoning, land use, property maintenance, public nuisances, newsracks, weed abatement and street vendors.

Provides general code enforcement information at a public counter and on the telephone and receives complaints/concerns.

Compiles data and learns to prepare and maintain detailed and accurate investigation/inspection reports and records.

Learns to notify violators and advise on remedial actions necessary to abate violations.

Learns to enforce the Fullerton Municipal Code and other legally adopted codes and ordinances.

Learns to prepare notices of violation and monitor abatement progress.

Learns to issue administrative and parking citations as required.

Uses basic hand tools and a camera.

May participate in coordinating minor inspections within the City and other governmental agencies in the enforcement of regulations.

May investigate minor/potential code violations in the field to include those in single and multi-family housing, other structures, vacant lots and other property.

Operates a personal computer and uses applicable software.

Lifts and carries boxes of files and other items weighing 30 pounds or less.

Drives a vehicle on City business.

Other Duties and Responsibilities Include:

Performs other projects/tasks as assigned.

Posts notices using a hammer and/or staple gun.

Class Characteristics:

Code Enforcement Officer Trainee is a single incumbent entry level class in the Community Development Department, designed to provide training and experience. The incumbent learns to perform a variety of code enforcement duties.

Contacts and Relationships:

The Code Enforcement Officer Trainee establishes and maintains contact with other Community Development Department staff and has substantial interaction with the public, requiring diplomacy and tact when dealing with code enforcement policies and violations. Contact with other City employees, other City departments and other governmental agencies may occur during the course of certain work assignments.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Basic investigative techniques and basic report writing.

Effective public contact skills.

Basic research methods and techniques.

English usage and grammar.

Basic computer applications.

AND

Ability to:

Learn the principles and practices of code enforcement.

Learn to read and interpret local, state and federal laws and regulations relating to housing, zoning and land use.

Analyze and evaluate data.

Learn to access and use specialized data bases and files related to the area assigned.

Use good judgment and initiative and make sound decisions in accordance with established procedures and policies.

Communicate effectively orally and in writing.

Understand and follow oral and written instructions.

Meet the public with tact and courtesy.

Prepare clear and concise reports and correspondence.

Read and write at the level required for successful job performance.

Establish and maintain effective relationships with those contacted in the course of work.

Operate a personal computer and use applicable software.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Graduation from high school.

AND

Experience:

One year of responsible public contact work.

Special Requirements:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

The City of Fullerton's Conflict of Interest Code requires that a Code Enforcement Officer Trainee file financial disclosure statements in accordance with state and local laws.

Ability to work a flexible schedule to accommodate City needs.

Ability to obtain a Penal Code 832 certification within 12 months of employment in this position.

Non-Required Skills / Abilities / Experience / Certifications / Education Which may be Helpful or Preferred Include:

The ability to communicate in Spanish.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and on-site. When work is performed on-site the incumbent may be exposed to the elements. The incumbent uses a computer, keyboard and related equipment, drives a vehicle on City business, sits, stands, walks, reaches and grasps. When performing inspections the incumbent uses basic hand tools and a camera and stands and walks on slippery/uneven surfaces, kneels, crouches, twists, climbs ladders and inclines, reaches, bends and may be exposed to grease/oil, fumes, solvents or chemicals, dust, electrical and mechanical hazards and vehicular traffic. The incumbent may grasp, lift and carry boxes of records and other items weighing 30 pounds or less. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Revised July 2011 and Title Changed from Community Preservation Officer Trainee
Revised July 2006 and Title Changed from Code Enforcement Officer Trainee
Established November 2005