



# CITY CODE INVESTIGATOR

CITY OF PLEASANT HILL

Bargaining Group: PACE

Revised Dates: May 2007; March 8, 2012; January 2016

FLSA Status: Non-Exempt

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## **DEFINITION**

To investigate complaints of city code violations; and to assist in implementing a program of enforcement of various city ordinances, codes and regulations pertaining to occupancy, zoning, land use public nuisance, property maintenance, abandoned vehicles, animals, license regulations, and other issues relating to the health, safety and welfare of the community.

## **EQUIPMENT, METHODS & GUIDELINES**

Uses Federal, State and local laws, policies, procedures and practices; various statistical data, City vehicles, telephones, PC terminal and software programs and various resource manuals. Knowledge of City geography, City codes, parking ordinances, land use regulations.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision and day-to-day technical or functional direction from the Planning Manager.

## **EXAMPLE OF DUTIES**

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

- Receive and respond to complaints from members of the public and City staff regarding substandard dwellings or structures (business and residential), zoning violations, debris, unsanitary conditions, abandoned or inoperative vehicles, overgrown vegetation, and other zoning and municipal code violations.
- Conduct investigations of observed or reported violations; prepare necessary violation and other notices which outline proper repair and correction methods, time limits, permits and all necessary remedial work required.
- Prepare or assist in preparing investigative reports; collect or assist in collecting evidence for civil property abatements, civil litigation and criminal prosecution; prepare or assist in preparing legal documents, including abatement and inspection warrants, and correspondence; post legal documents.
- Contact property owners and schedule and conduct on-site inspections; interpret codes and regulations and explain inspection procedures to involved parties.
- Monitor compliance activities and conduct follow-up inspections.
- Collect and safeguard evidence of violations to be presented in court or administrative proceedings.

- Testify in court and at other hearings or proceedings as required. May be required to attend and/or make presentations at meetings of City Council, Planning Commission, Architectural Review Commission, or other city boards, commissions, task forces, or committees.
- Maintain files, records and statistical logs; prepare reports, chronologies, and citation narratives.
- Assist in establishing and maintaining positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Assist in conferring and coordinating with other agencies, City departments and staff on the investigation and disposition of code violations and abatements of same.

Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Investigative principles and practices; rules of evidence, courtroom demeanor and testimony, laws of search, arrest, and seizure procedures. Knowledge of, and familiarity with, California health and safety, vehicle, and penal codes preferred at onset of employment, and required by end of first year of employment with the City.

### **Ability to:**

Analyze and compile technical information on investigations and violations; apply investigative techniques useful in ensuring compliance with appropriate codes and ordinances; apply rules of evidence in the development of administrative and court cases; communicate effectively, both orally and in writing; understand, learn, and utilize computer hardware/software in daily work activities; understand legal descriptions and boundary maps of real property; obtain and maintain citation and arrest authority; learn and explain appropriate City codes, ordinances, and regulations; interpret vehicle, penal, and environmental codes to constituents.

## **EXPERIENCE AND EDUCATION**

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

### **Experience:**

Three years of experience in public contact work, preferably in zoning, planning, housing or building inspection, or two years of experience in code enforcement with a local agency.

### **Education:**

High school diploma or G.E.D. certificate. An AA degree is desired.

## **LICENSE AND CERTIFICATION**

Certification by the California Association of Code Enforcement is preferred. Code enforcement certification within one year of employment may be required. Possession of, or the ability to obtain an appropriate California driver's license and a satisfactory driving record are conditions of initial and continued employment.

## **WORKING CONDITIONS/PHYSICAL REQUIREMENTS**

Work is split evenly between inside and outside. Conditions involve some travel and irregular hours, including occasional evening and weekend hours.

Physical requirements include the following:

Ability to sit for long periods of time, stoop, kneel, crouch, reach, finger, grasp, write, and perform repetitive motions.

May require the ability to maneuver over difficult terrain in order to examine premises of complainant.

Exerts up to 30 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects with the human body.

Hearing and speaking ability sufficient to carry on a conversation with another individual (or groups of individuals) in person and over the telephone.

Visual ability sufficient to read and produce printed material and information displayed on a computer screen, and vision (including that color vision necessary for accurately interpreting visual displays).