

CODE ENFORCEMENT OFFICER

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DEFINITION

Under general supervision of the Supervising Code Enforcement Officer, the Code Enforcement Officer facilitates compliance with City Municipal codes, ordinances, state codes, and resolutions relating to public nuisances, planning, zoning, construction, and other associated disciplines. Works collaboratively with other City departments and outside agencies and actively participates as a member of the City's Code Enforcement Task Force. Tracks, updates and maintains investigations, complaint information and official records. Attends training to maintain or achieve Code Enforcement Officer certification. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a journey-level class in code enforcement that independently performs a variety of routine to complex inspections and code enforcement duties. Responsibilities include the authority to cite violators and initiate court proceedings for compliance. This includes property maintenance, zoning, and code compliance of the fire or building codes. Employees are required to be fully knowledgeable in all practices and methods related to assigned area of responsibility.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Essential Duties

1. Implements and enforces the City's code compliance program and initiates enforcement actions.
2. Receives, records, investigates and responds to reported violations of various codes, laws, rules, and regulations; gathers and evaluates related information and determines course of action; research ownership records, prior complaints, municipal codes and ordinances, and state regulations to establish whether a violation has occurred.
3. Conducts inspections, field studies, tests, and investigations; issues citations; prepares and presents code violation cases; collects evidence, prepares court exhibits, and testifies in court.
4. Coordinates and conducts follow-up abatement procedures including the preparation of additional correspondence, site visits, and communication with property owners and attorneys; conduct follow-up investigations to ensure compliance with applicable codes and ordinances; prepare non-compliance cases for legal action; present testimony at nuisance abatement hearings; initiate criminal and civil complaints in conjunction with the City Attorney's Office when necessary.
5. Coordinates activities and works collaboratively with City departments and other regulatory agencies.
6. Assists in determining appropriate disposition of outstanding cases.
7. Provides information to the public regarding codes, laws, ordinances and regulations; serves as liaison to various community groups, property owners, businesses and professional organizations; prepares and makes various public education presentations; attends various meetings, seminars and classes.
8. Prepares reports, recommendations, correspondence, compliance agreements, and other information and documents; recommends revisions to codes, policies and procedures.
9. Establishes and maintains accurate and complete case files; prepare documents and evidence for court proceedings; testify in hearings and court proceedings as required; organizes and maintains various records and files including specialized computer applications.
10. Maintains up-to-date knowledge of applicable codes, laws, rules and regulations, and methods and practices related to code enforcement

WORKING CONDITIONS

- Indoor office environment and outdoor environment while performing fieldwork.
- Frequent exposure to wet or humid conditions; extreme cold or extreme heat.
- Travel by City vehicle within City limits to City work sites, locations, and meetings to conduct work.
- Noise level is moderate, ambient office sounds such as speaking, working office equipment, and software when conducting duties in office environment. Can be loud noises due to hazards, and/or field situations.
- May interact with upset staff and/or private and public representatives in interpreting and enforcing city and/or departmental policies and procedures.

PHYSICAL DEMANDS

- Dexterity of hands and fingers to operate objects, controls, and/or tools such as but not limited to a computer, computer keyboard, and standard office equipment.
- Specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and communicate in person and by telephone.

EMPLOYMENT STANDARDS

Education/Experience

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

Education: Graduation from high school supplemented by course work in business or public administration, code enforcement, fire prevention, police science, or related area.

Experience: two years of direct experience in public contact work involving inspection, investigation, code enforcement, permitting, or related activities.

Knowledge

(Varies according to area of responsibility for which certification of eligibility is issued)

Knowledge of principles and practices of municipal code enforcement; construction practices and materials; applicable federal, state and local building and zoning codes, laws and regulations; residential, business, health, safety and welfare investigation techniques; modern office practice methods and equipment, including computers and designated software; safe work practices and procedures.

Ability

Ability to effectively organize and implement a comprehensive code enforcement program; learn, interpret, apply and explain codes, ordinances, laws and regulations; read and interpret blueprints, maps, drawings and diagrams; conduct inspections and investigations and perform related administrative and field functions, including identification, collection, preparation and presentation of evidence; ascertain facts, apply appropriate codes, ordinances, laws and regulations; respond to, investigate, document and resolve inquiries, complaints and requests for service in a fair, tactful and firm manner; think strategically, exercise sound judgment; perform mathematical calculations with speed and accuracy; maintain and utilize designated specialized computer software and operating systems; establish, organize and maintain accurate records and recordkeeping systems; interpret and analyze information, draw valid conclusions and project consequences; maintain level of knowledge and certification required for satisfactory job performance; communicate effectively; act with resourcefulness, courtesy and initiative; establish and maintain positive and effective working relationships with employees, other agencies and the public.

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NNA: Human Resources Department

10/1/25 <https://alamedacagov.sharepoint.com/teams/hr/Shared Documents/SPECS/Pending CSB Approval/2025 Meeting Specs/2025-10-08/Code Enforcement Officer - Clean.docx>

Special Requirements

Willingness and/or ability to work varying shifts, including nights, holidays and weekends; work on an on-call basis; work irregular duty assignments; may wear a uniform; successfully pass a background investigation; work alone; attend educational sessions as required; travel out of town for one day or more.

Other Requirements

Possession of, or the ability to obtain within one year of employment, valid California Penal Code Section 832 certification, (arrest, search and seizure), or the equivalent.

AND

Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

AND

Possession of, or the ability to obtain within one year of employment, valid Certified Code Enforcement Officer certification by California Association of Code Enforcement Officer (CACEO), or the equivalent as determined by the Human Resources Director.

AND

Possession of valid International Code Council (ICC) Building Code certification B1-Residential and B2-Commercial certification, or the equivalent.