

**CITY OF MANHATTAN BEACH  
CODE ENFORCEMENT OFFICER**

**OCTOBER 2005**

**DEFINITION:**

Under direction, work independently inspecting properties to ensure compliance with building, zoning, parking, codes, ordinances, standards and procedures; interact with residents, builders, public and other departments and agencies to investigate, respond to, and resolve complaints and violations; and perform other related work as assigned.

**ESSENTIAL JOB FUNCTIONS:**

The listed tasks are essential for this position and may include but are not limited to the following: inspect residential, commercial, and other properties to determine the status of compliance with City codes and policies; develop programs, subject to approval, designed to proactively ensure proposed and existing construction projects and sites meet City construction requirements and guidelines with respect to building, zoning, noise, notifications, site protection, parking codes, ordinances, standards and procedures; meet with owners, tenants, citizens, contractors, developers, etc. prior to and during construction to review and explain code requirements and violations, or potential violations and issues; receives, responds to, and answers complaints related to citizen requests for enforcement of City ordinances covering activities or circumstances related to signing, building occupancy, nuisances, housing conditions, construction, land use, dumping, zoning violations, sanitation, refuse storage, property maintenance, parking, traffic, property damage and other conditions; patrol and conduct regular field inspections; coordinate enforcement efforts with and prepare documents, photographs, and other records for the City Prosecutor and/or District Attorney Office, City departments, and other agencies, as needed; maintain files and prepare reports on activities and problem enforcement areas; issue citations for violations; inspect buildings that are being constructed, altered, moved, demolished to see that work is being done that complies with applicable building and related codes and ordinances; May oversee the work of clerical support staff in maintaining records and sending notices and correspondence; develop form letters, notices, news releases, citation forms, and other administrative tools to expedite the code enforcement program. May be required to work shifts, weekends, and/or holidays.

**QUALIFICATIONS:**

**Training and Experience:** Must have a high school diploma or GED and 3 years of experience related to inspection, law enforcement, land use, public administration, or related field. A bachelor's degree from an accredited college or university in urban planning, public administration, or closely related field may be substituted for one year of the required experience. State of California certification in code enforcement is desirable. PC 832 certificate required within one year of employment. Must possess a valid California's driver's license at the time of employment.

**Knowledge, Skills, and Abilities:** Requires working knowledge of applicable laws, standards, and regulations related to various land use, nuisance, public safety, parking, traffic, and zoning codes and ordinances; inspection techniques, code enforcement

principles, practices and methods as applicable to a municipal setting. Must have the ability to prepare, organize, and maintain field data, reports, suspense files and computerized tracking systems; analyze complex situations, problems, and data, and use sound judgment in drawing conclusions and making decisions; communicate effectively with others orally and in writing; establish and maintain effective working relationships with citizens, contractors, employees, supervisors, and the general public; and effectively handle stressful situations and deal with difficult or angry people; gain cooperation through discussion and persuasion. Requires the skill to operate motor vehicles

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

Work is performed primarily in field settings with exposure to variable weather conditions. The employee drives to specified locations and is frequently required to climb stairs, walk distances, climb over rubble; stand, balance, stoop, kneel, crouch, or crawl; talk, hear, smell; sit at a VDT screen for extended periods of time and use legs, arms, and back to lift and/or move up to 50 pounds. Specific vision requirements include close, distance, depth perception, and the ability to adjust focus. Noise levels are moderately loud when outdoors.