



### **CODE ENFORCEMENT OFFICER – FULL TIME**

**BENEFITED POSITION – FLSA Non-Exempt**

**Range 36 \$26.490 Hourly**

**Must be available to work weekends, holidays and some evenings**

#### Application Process:

Applications may be picked up at Avalon City Hall from the Front Counter, 410 Avalon Canyon Road, Avalon CA 90704, Monday – Friday, 8 am to 5 pm. The application deadline is Friday, October 6, 2017 before 4 pm. Applications will be reviewed and those candidates whose experience most closely fit the needs of the City shall be invited to continue in the recruitment process. A supplemental questionnaire must also be filled out and turned in with the application. **The final candidate must successfully complete a thorough background check pre-employment physical, drug screen and live scan.**

#### DEFINITION

Under general supervision, performs a variety of routine to complex technical and public contact duties related to the City's code enforcement and animal control programs, including issuing citations for violations of the City's municipal codes and parking regulations; ensures public safety by capturing and caring for wild, vicious, and/or injured animals; provides general information and assistance to the public; and performs related work as required.

#### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no supervision of staff.

#### CLASS CHARACTERISTICS

This is a journey-level classification that performs the full range of duties related to ensuring the compliance with local and State codes and City municipal codes and parking regulations. Responsibilities include field patrol, investigation, and quarantine of specified animals and performing a variety of tasks in enforcing parking regulations. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and City activities, and extensive staff, public, and organizational contact. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

#### EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.*

- Receives, records, and investigates complaints from the public and staff regarding violations of parking regulations, municipal codes, and animal services codes, ordinances, and regulations.
- Patrols areas within the City and enforces animal services codes, ordinances, and regulations; investigates reports of animal abuse; issues citations; collects fees; takes other appropriate actions.



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- Captures and impounds unlicensed, stray, and uncontrolled animals; transports animals to shelter; arranges for proper storage and humane care.
- Picks up dead or injured animals; provides aid to injured animals; transports animals to veterinarian for treatment or euthanasia; medicates and vaccinates animals to be adopted.
- Responds to calls from citizens for animal services; investigates complaints involving animals; investigates reports of dogs, cats, or other animals creating nuisances.
- Patrols assigned routes to enforce parking and related traffic ordinances; marks vehicles in timed parking areas; issues citations; writes warnings and amendments to previously issued citations.
- Patrols assigned routes to enforce street sweeping parking ordinances; issues citations as necessary; writes warnings and amendments to previously issued citations.
- Issues non-moving traffic citations for violations observed; issues bicycle permits; tags and impounds bicycles as necessary.
- Removes signs from City property; checks documents for obstruction permits; assists the Sheriff's Department in identifying and locating stolen vehicles.
- Conducts building and restaurant food waste inspections; issues citations and reports illegal dumping.
- Patrols assigned routes to enforce water rationing and water quality control programs; reports violations and issues citations as necessary.
- Prepares and issues notices of violation or noncompliance, final notices, and parking citations and other correspondence according to applicable codes and regulations; issues letters to property owners notifying them of violation; as appropriate, affixes a notice of violation on property to abate fire and public safety hazards and nuisances.
- Provides information to violators, the general public, business community, and other government agencies regarding codes, laws, and ordinances; responds to questions, complaints, and inquiries.
- Serves as a Crossing Guard in the morning and afternoon; performs traffic and crowd control during special events.
- Participates in recommending, developing, and administering policies, procedures, and projects to ensure efficient and effective code enforcement activities in compliance with City guidelines, standards, goals, and objectives.
- Performs a variety of public relations and outreach work related to assigned activities.
- Operates and maintains vehicles and equipment.
- Maintains files, databases, and records related to citations and violations; prepares a variety of written reports, memoranda, and correspondence.
- Represents the City in Court as necessary.
- May perform animal euthanasia as necessary.
- Performs other duties as assigned.

#### QUALIFICATIONS

##### **Knowledge of:**

- Principles, practices, methods, and techniques of code violation investigation and compliance.



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- Practices for documenting inspections, correcting violations, and carrying through on court procedures.
- Functions, principles, and practices of law enforcement agencies.
- Methods and techniques of handling, collection, impoundment, and registration of a variety of wild and domestic animals in various conditions.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Occupational hazards and standard safety practices necessary in the area of code enforcement.
- Principles and procedures of record-keeping, technical report writing, and preparation of correspondence and presentations.
- Safety equipment and practices related to the work, including safe driving rules and practices.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational and regulatory organizations, and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

**Ability to:**

- Explain codes and regulations to property owners, residents, and others.
- Handle potentially dangerous animals in a safe manner.
- Memorize codes, names, street locations, and other information.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies and procedures.
- Understand and explain occupational hazards and standard safety practices related to code compliance.
- Identify and respond to issues and concerns of management, City government, a variety of professional groups, commissions, and committees, and the general public.
- Safely and effectively use and operate specialized equipment required for the work.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and timely manner.
- Prepare clear and concise reports, correspondence, and other written materials.
- Maintain accurate logs, records, and basic written records of work performed.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*



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Equivalent to possession of a high school diploma and one (1) year of experience in the care and handling of animals and municipal government code enforcement.

#### **Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of or ability to obtain a California PC832 certificate.
- Possession of a Euthanasia Certificate.

#### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle, to inspect various City and residential sites, and to walk on uneven terrain; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a field classification with frequent standing and walking between work areas required. Wrist flexion and lateral rotation are necessary in combination with grasping to handle a snare and leash. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment and above-mentioned tools and equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

#### **ENVIRONMENTAL ELEMENTS**

Employees primarily work outside and may be exposed to inclement weather conditions and potentially hazardous physical substances. May involve exposure to dangerous and/or diseased animals and animals known to cause allergies. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



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#### **Supplemental Questionnaire – Code Enforcement Officer**

Applicant Name: \_\_\_\_\_

As stated in the announcement for this position, a completed Supplemental Questionnaire must be submitted with your application for employment in order to be considered in the selection process. The questionnaire provides you an opportunity to present your qualifications for the Code Enforcement Officer position. Please answer each question as accurately and thoroughly as possible. Your responses to these questions will determine whether you are among the most qualified of the applicants that will continue in the selection process. Incomplete questionnaires will not be considered.

1. Your answers should be concise, complete and clear. Be specific as to how many years of experience you possess, your role and where the experience was gained, being sure to highlight experience in a municipal or other governmental setting.
2. Describe your computer skills including experience using Microsoft Office products (e.g. Word, Excel, and Power Point) and your level of proficiency in these programs. Also describe your specific experience in using databases and specialized software in relation to the job description.



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3. Describe your specific experience in assisting in the resolution of citizen concerns and inquiries and an example of a successful outcome as a result of your diligent efforts.
  
  
  
  
  
  
  
  
  
  
4. What is your approach to dealing with people as someone who would be responsible for regulating and enforcing parking?
  
  
  
  
  
  
  
  
  
  
5. What is your interest in working for the City of Avalon and in particular as a Code Enforcement Officer?
  
  
  
  
  
  
  
  
  
  
6. Describe your experience working with the public and in the interpretation of rules, laws or procedures.
  
  
  
  
  
  
  
  
  
  
7. Please list any certifications you have that will assist you in the position of Code Enforcement Officer.



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### **BENEFITS FOR FULL TIME EMPLOYEES**

#### **TERMS OF EMPLOYMENT**

All employees hired as a Full Time are subject to a six month probationary period and considered at-will.

#### **UNION MEMBERSHIP**

Accepting employment in a position in this classification requires the individual to be a member of the Avalon Municipal Employee Association.

#### **RETIREMENT**

Membership in the California Public Employees Retirement System (CALPERS) is required. The Classic Employees pays up to 7% into retirement. The PEPRAs employee pays 6.25%.

#### **EMPLOYEE ASSISTANCE PROGRAM**

An Employee Assistance Program (EAP) is available to provide help to employees and members of their families who are experiencing personal problems. For more information contact the Human Resources Department.

#### **PAID HOLIDAYS**

Full Time Employees receive 12 paid holidays per calendar year designated in the AMEA Memorandum of Understanding (MOU)

#### **FLOATING HOLIDAYS**

Employees receive up to 2 floating holidays per year and cannot be carried over.

#### **VACATION LEAVE**

Employees with 0-4 years of services will accrue 80 hours of vacation per year. 5-9 years of service will accrue 120 hours of vacation a year. 9- Up will accrue 160 hours of vacation a year.

#### **SICK LEAVE**

Employees will accrue up to 8 hours per month of sick time.

#### **MEDICAL PLAN**

Employees can choose a medical plan through CALPERS and are required to pay a portion of the premium per the Employee's MOU.



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#### **DENTAL PLAN**

Employees and their families are covered 100% by the City's Delta Dental PPO Plan.

#### **VISION PLAN**

Employees and their families are covered 100% by the City's Eye Med Vision Plan.

#### **VOLUNTARY INSURANCE PLANS**

Optional Short Term Disability, Hospitalization, Accident and Cancer insurance policies are available at the employee's cost.

**DEFERRED COMPENSATION** Employees can participate in a CALPERS sponsored 457 plan and is available at the employee's cost.

**A LOYALTY OATH** A loyalty oath is required for each employee prior to actual employment.