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## NEIGHBORHOOD PRESERVATION OFFICER

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### **DEFINITION**

Under general supervision, preserves the City's physical environment by receiving and investigating public nuisance, licensing regulations, property maintenance, abandoned vehicles and related code provision complaints; initiates enforcement action and issues citation and notices of violations.

This position may be either full time or part-time. The part-time position is with statutory benefits only; position may work up to 28 hours per week, 999 hours per fiscal year.

### **SUPERVISION EXERCISED**

None

### **EXAMPLES OF DUTIES**

*Duties may include but are not limited to:*

Answer inquiries from the public, both in person and over the phone, providing code enforcement information and explaining procedures.

Receive and investigate complaints regarding zoning, sign, land use and public nuisance code violations, including occupancy.

Prepare and maintain case files by establishing legal owner of property, verifying parcel address and related required information.

Conduct site visits; take photographs; confer with City staff, legal counsel, Vector Control, Humane Society and County Health staff regarding violations.

Prepare initial abatement and follow-up correspondence; issue citations and notices of violation.

Determine and document methods to achieve code compliance consistent with laws, codes, ordinances and regulations.

Prepare case files for legal action; appear and testify at administrative hearings and/or in court.

Inspect city-wide and report instances of Graffiti.

Participate in the Community Activist Policing (CAP) program.

Complete special projects as assigned.

Perform related duties as assigned.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of:

Standard office procedures, methods and computer equipment.

Techniques used in dealing with the public and customer service.

Applicable local, state and federal laws and codes related to planning, zoning and land use.

Rules of evidence and court etiquette.

Photographic equipment.

Ability and Skill to:

Operate office equipment including computers, copying machines and phone systems

Accurately typed and enter data.

Respond to question from the public and staff.

Conduct inspections of buildings and facilities; identify violations of codes and regulations.

Plan and organize work to meet schedules and timelines.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

### **QUALIFICATIONS**

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

AA/AS degree and three (3) years' experience in municipal code enforcement. Supervisory experience and bi-lingual skills desirable.



**LICENSE OR CERTIFICATE**

Must possess or have the ability to obtain an appropriate CA DL and a satisfactory driving record; American Red Cross certifications in C.P.R./ First Aid and Automated External Defibrillator (AED) Essentials.

P.C. 832 certificate of ability to obtain within one (1) year of employment.

**ESSENTIAL JOB FUNCTIONS/A.D.A.**

Ability to operate, telephone, portable radio and light and equipment used in maintenance operations

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to sit, stand and walk for two hours at a time

Ability to lift up to 25 pounds

Ability to get from one location to another in the course of doing business

Ability to work outdoors in all weather conditions including hot with sun exposure, cold and wet

