



## EMPLOYMENT OPPORTUNITY

### Senior Code Enforcement Officer

**Salary:** \$29.37 - \$41.50 Hourly  
**Job Type:** Full-Time  
**Department:** Code Enforcement  
**Benefits:** Benefits Eligible

#### The Position

Under limited supervision, provides lead direction to assigned code enforcement staff; sets priorities and directs the work of assigned staff on a project or day-to-day basis; performs routine to complex duties involved in the enforcement and communication of municipal codes and state laws, codes, ordinances, and regulations; provides information and general assistance to homeowners, tenants, and the public; and performs related work as required.

#### Job Functions

- Provides technical and functional direction to assigned code enforcement staff; reviews and controls quality of work; assists in completing employee evaluations; participates in performing routine to complex code enforcement activities.
- Plans, schedules, prioritizes, and assigns code enforcement work in consultation with the supervisor; communicates status of field investigations to appropriate personnel, working cooperatively to schedule activities in accordance with established operational priorities; instructs staff in work procedures.
- Trains employees in work methods, use of equipment, and relevant safety precautions.
- Patrols areas within the Town and enforces municipal codes and state ordinances, codes, and regulations; investigates reports of non-compliance and improperly permitted construction; secures investigation sites; prepares and issues notices of violation; removes abandoned dump sites, abandoned or inoperable vehicles, graffiti, illegal signage, and road hazards; inspects apartments; takes other appropriate actions.
- Communicates with and explains to the public municipal codes, developmental codes, health and safety codes, and associated violations; ensures violations are resolved in a timely manner; conducts follow-up inspections, and prepares notices to vacate, if necessary.
- Maintains detailed documentation of any violations, including photographs, location, contact information, description of violation, abatement period, conversations, and evidence.
- Issues misdemeanor court citations; participates in court hearing procedures regarding citations.
- Writes abatement and inspection warrants for supervisor and judge review; directs and oversees contractors during warrant abatement to ensure compliance with proper procedures.
- Ensures completion of appropriate paperwork and forms for legal action, including complaint forms, notices of violation, case disposition, extension form, notice to abate, citations, warrants, and other documentation.
- Responds to calls from citizens, Town Council, management, and other departments; investigates complaints involving code violations.
- Assists other Code Enforcement Officers on complex investigations and violations.
- Provides testimony at administrative hearings.
- Works with other departments to ensure compliance of municipal codes and issuance of permits and licenses.
- Establishes and maintains positive community relations through programs, demonstrations, and public assistance regarding municipal code enforcement; and answers related questions.
- Prepares reports and maintains records, logs, and files of activities; prepares cases and complaints for court action.
- Inspects, cleans, and performs preventive maintenance on vehicle such as checking oil, water, tires and lights, and related maintenance duties.
- Maintains vehicle maintenance log for all code enforcement vehicles, schedules maintenance of all code enforcement vehicles.
- Serves as supervisor in the absence of Assistant Director of Community Enhancement
- Performs other duties as assigned.

#### Qualifications

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

**Required:** Equivalent to the completion of the twelfth (12th) grade and at least three (3) years experience in the enforcement of state or local laws, ordinances, and regulations.

**License:**

- Valid California class C driver's license with satisfactory driving record and automobile insurance.
- PC 832 of the Peace Officers Training class within six (6) months following employment.

**S e l e c t i o n   P r o c e s s**

A completed Town employment application is required by the close of recruitment, on **Tuesday, March 22<sup>nd</sup>, 2022, at 5:30 pm.** Application package is available at Town of Apple Valley, 14975 Dale Evans Parkway, Apple Valley 92307, or on our website at [www.applevalley.org](http://www.applevalley.org). Applications may be completed online, or mailed/delivered to 14955 Dale Evans Parkway, Apple Valley 92307 Attn: Human Resources. The Town of Apple Valley participates in the E-Verify program.

The Town of Apple Valley does not discriminate on the basis of age, sex, race, religion, national origin, marital status, sexual orientation, or handicap status in its employment actions. If applicant has a disability that may require an accommodation, please contact Human Resources in writing at time application is submitted.