



EMPLOYMENT OPPORTUNITY

Code Enforcement Officer I

Salary: \$24.10 – \$34.05 Hourly

Job Type: Full-Time

Department: Municipal Services

Benefits: Benefits Eligible

Under direct supervision, performs a variety of 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

- 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.
- 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.
- Assists in responding to calls from citizens, Town Council, management, and other departments; investigates complaints involving code violations.
- 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.

- Assists Animal Control Officers with enforcement of codes and assisting with deceased animals, as assigned.
- 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:

Equivalent to the completion of the twelfth (12th) grade and six (6) months of experience in the enforcement and communication of codes, ordinances, and regulations.

Certification:

- PC 832 of the Peace Officers Training class within six (6) months following employment.
- CACEO Basic Certification is highly desired.

License:

- Valid California class C driver's license with satisfactory driving record and automobile insurance.

Selection Process

A completed Town employment application is required by the close of recruitment on **Tuesday, March 26th, 2024, at 5:30 pm**. An application package is available at the Town of Apple Valley, 14975 Dale Evans Parkway, Apple Valley 92307, or on our website at 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 based on age, sex, race, religion, national origin, marital status, sexual orientation, or handicap status in its employment actions. If the applicant has a disability that may require accommodation, please contact Human Resources in writing at the time application is submitted.