



CLASS SPECIFICATION

COMMUNITY PRESERVATION SPECIALIST

POSITION DESCRIPTION

Nature of Work: Under general supervision, engages in the promotion and enforcement of the City's Health and Safety, Nuisance, Housing and other codes.

Class Characteristics: This is a skilled position involving the enforcement of the City's ordinances and the abatement of nuisance conditions. Responsibilities include the regular contact with property owners, representatives of business or community organizations, and the general public in investigating complaints of ongoing violations and nuisance problems pertaining to signs, fences, conditional use permits, rental housing, home occupation regulations, parking and storage of vehicles and equipment in yards, accumulation of trash, objectionable noises and odors. The incumbent spends a significant portion of time working independently.

Essential Duties:

Advises property owners, and individuals requesting information on City and other code requirements.

Engages in preventive enforcement to acquaint the public and professional groups with code requirements when appropriate.

Receives and investigates complaints from City staff and the public regarding possible zoning violations and nuisance problems pertaining to such things as signs, fences, conditional use permits, rental housing, home occupation regulations, parking and storage of vehicles and equipment in yards, accumulation of trash, objectionable noises and odors. May be assigned to investigate inquiries from the City Council and Planning Commission.

Makes regular field inspections and investigations to ensure compliance with housing, nuisance and other code requirements, informing those responsible how to achieve compliance.

Prepares and issues correspondence and notices.

Prepares detailed written reports of all cases investigated and represents the City in court and other official proceedings.

Frequently deals with angry, demanding or distraught individuals in confrontational situations.

Provides lead direction and reviews the work of assigned clerical staff and co-workers, as directed.

Performs related work as required.

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QUALIFICATIONS

Knowledge, Abilities and Skills

Knowledge of:

Some knowledge of basic ordinances, Housing Code, abatement of nuisance conditions and related codes.

Ability or Skill to:

- Prepare clear, concise, complete, and accurate reports and letters.
- Function under a heavy workload and high pressure to correctly prioritize assignments under these conditions.
- Obtain timely compliance with the City's regulations.
- Operate personal computer applications relevant to assigned work.
- Read and interpret ordinances, plans, and specifications and to compare them with actual construction and activities.
- Communicate firmly, tactfully, and effectively with the public in difficult situations.
- Plan, supervise, and review the work of assigned personnel.
- Work occasionally after hours and on weekends.

Experience and Training:

Any combination of education and experience equivalent to an Associates Degree or 60 college semester units in a related field from an accredited college, supplemented by one year of experience in code enforcement. Experience may be substituted for education on a year for year basis up to a maximum of one year.

Documented code enforcement related training from a recognized code enforcement association in the State of California, which includes training in the areas of property management and landlord tenant issues.

Bilingual skills are highly desirable.

Special Requirement:

Possession of a valid California Class C driver license and satisfactory driving record.

Outdoor work is occasionally required in the enforcement of the City's Codes. While performing the outdoor duties of this job, the employee occasionally works near moving mechanical parts, climbs ladders, works in high, precarious places and is occasionally exposed to wet and/or humid conditions.

The employee is required to stand; walk; use hands and fingers to handle, feel, or operate objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; lift and/or occasionally move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Probationary Period: 6 Months

FLSA: Non-Exempt