



## CITY OF BANNING, CALIFORNIA

### Code Compliance Officer

**Job Code: 3230**  
**Grade: G58**

**FLSA**

Exempt

Non-Exempt

---

**JOB DEFINITION:** Under general supervision, inspects residential and commercial property for compliance with City, state and Federal zoning and nuisance codes and performs a variety of duties associated with the enforcement of City ordinances.

**ESSENTIAL FUNCTIONS:** *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

**REPRESENTATIVE DUTIES:** Inspects and investigates citizen complaints dealing with violations of City codes and ordinances. Inspects residential and commercial property to ensure compliance with City, State and Federal codes. Travels to property accused of violations to perform inspections and determines if a violation has occurred.

Prepares inspection reports. Documents finding with photographs and written statements. Prepares correspondence to inform the responsible party of the violation and required action. Monitors outstanding inspection reports to ensure compliance is achieved.

Provides information to the community regarding code requirements. Prepares warrant and affidavit for abatement notices as necessary. Ensures appropriate documentation is archived.

Performs other duties as assigned or required.

### KNOWLEDGE and SKILLS:

- Knowledge of applicable City, County, State and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of basic mathematical computations.
- Skill in reading, understanding, interpreting and applying relevant City, County, State and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer utilizing a variety of software applications.

(continued on reverse side)

# CITY OF BANNING, CALIFORNIA

## Code Compliance Officer

**Job Code: 3230**

---

**MINIMUM QUALIFICATIONS:** A high school diploma or GED **AND** two (2) years of code enforcement experience.

**ADDITIONAL REQUIREMENTS:** Must have at the time of application and must maintain a valid California Driver License. Possession of, or ability to obtain within one year of employment, a PC832 Arrest and Firearms Certificate along with California Association of Code Enforcement Officers (CACEO) Basic and Intermediate Certifications. May be exposed to extreme weather conditions, potential physical harm, infectious diseases, hazardous chemicals and/or dangerous machinery. May be required to work outside the traditional work schedule. May be subject to call out and/or call-back.

**PHYSICAL ABILITIES AND WORK ENVIRONMENT:** Ability to travel to different sites and locations; sit, stand, walk, run, kneel, crouch, stoop squat, crawl, twist, climb and lift up to 50 lbs. Ability to endure exposure to heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards and electrical hazards. Ability to sit for long periods of time and work in an enclosed environment with limited mobility; availability for shift work.