



CITY OF LEMON GROVE

Class Title: Code Enforcement Officer/Water Quality Inspector

Department: Public Works/Community Dev

GENERAL PURPOSE

Under general direction of the Community Development Director, the position, while performing duties as the Code Enforcement Officer, supports the administration and field work of a comprehensive Code Enforcement program, which includes the inspection of properties to ensure compliance with applicable codes and ordinances. Under general direction of the Public Works Director/City Engineer the position, while performing duties as the Water Quality Inspector, shall plan, organize, and perform inspections and investigations of the Storm Water Program in compliance with National Pollutant Discharge Elimination System (NPDES) permit; perform education and outreach activities, as well as provide guidance and training to businesses and the public.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Community Development Director and the Public Works Director/City Engineer, and is expected to work semi-independently to schedule activities within required time frames to meet the objectives of both the Code Enforcement and Water Quality programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Code Enforcement Officer:

- Perform inspections and investigations of businesses, residences, vacant properties, and other improvements to determine compliance with zoning, nuisance codes, ordinances, property maintenance, abandoned or inoperable vehicles, and health and safety requirements; issue notices of violation as necessary.
- Respond to alleged violations and public inquiries, interview complainants and witnesses, take photographs of violations, and document activities.
- Maintain a variety of logs and records related to inspection and enforcement activities; prepare recommendations for amendments and additions to codes or regulations.
- Review cases being prepared for trial; prepare detailed reports of activities and investigations; coordinate efforts with the Sheriff's Department, City of Lemon Grove Community Development Department, the prosecuting attorney, and other City staff.
- Perform other related duties as assigned.

Water Quality Inspector:

- Review commercial, industrial, and residential subdivision street improvement plans, storm drain plans, grading plans, and related drainage and urban runoff projects including plans, maps, and supporting documents; establish conditions and financial obligations for water quality related improvements.
- Review plans, specifications, and cost estimates for water quality improvements and SUSMP compliance.
- Respond to public inquiries; investigate citizen complaints, problems and violations relating to water quality regulations; interview complainants and witnesses, take photographs of violations and document activities.

- Collaborate and confer with developers, engineers, architects, and contractors; provide information on City policies and procedures related to water quality. Serve as a resource to other City departments regarding zoning and other code requirements.
- Participate as City representative in regional meetings including, but not limited to Storm Water Task Force and Copermittee meetings.
- Participate in the permitting, monitoring, inspection, enforcement, pollution prevention, and data management activities of the Storm Water Protection Program and other related environmental programs in accordance with federal, state and local laws and NPDES permit(s).
- Perform other related duties as assigned.

EDUCATION AND EXPERIENCE

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

- Graduation from high school, GED, or equivalent with supplemental specialized training or experience in storm water compliance, planning, zoning, inspection, land use, public administration, or equivalent.
- Working toward a bachelor's degree from an accredited college or university with major work in chemistry, biology, environmental sciences, geography, microbiology, environmental or civil engineering, environmental science, ecology, urban or land use planning, or related field.

LICENSES OR CERTIFICATION

- Possession of a valid Class C California driver's license and a satisfactory driving record.
- Possession of, or ability to obtain within six (6) months of hire, a P.C. 832 Certificate (P.O.S.T Certification)

KNOWLEDGE OF:

- Principles and techniques of inspection and investigation as applicable to a municipal setting.
- Applicable City, State, and Federal zoning and nuisance codes, ordinances and regulations.
- Urban runoff best management practices and regulations.
- Water quality design principles and practices, operational characteristics, services, and activities of a code enforcement program.
- Applicable Federal, State and local water quality codes, laws and regulations.
- Terminology, methods, practices, and techniques used in technical report writing.
- Principles of storm water quality management, program organization, administration and budgeting.
- Modern office procedures, methods, and computer equipment and programs including word processing and spreadsheet software.

ABILITY TO:

- Communicate effectively orally and in writing with customers, regional peer groups, the public, and City staff.
- Maintain technical records and logs.
- Analyze complex situations, problems and data; compile technical data and statistical information, and prepare clear and concise reports.
- Develop and maintain professional relationships with citizens, staff members, applicants, and other governmental agencies.
- Teach water quality information to various audiences including city staff, elected officials, developers, and the public.
- Complete work with minimal supervision.
- Respond to difficult and sensitive public inquiries.

TOOLS AND EQUIPMENT USED

Basic office equipment, including personal computer, facsimile, copier, telephone, mobile or portable radio, digital camera, video recorder, and City vehicle.

PHYSICAL DEMANDS

Frequently sit, stand, reach, lean, twist, turn, grasp, push, pull, bend, and kneel; sit for prolonged periods of time. Requires lifting, pushing and/or pulling of objects that are 50 pounds and depending on the work can exceed 50 pounds. Walk to different areas at project construction sites. Hear and speak to contractors, the general public and City staff on the telephone and in person. Requires vision (which may be corrected) to read engineering drawings, plans, specifications, contracts, correspondence, memoranda, and other records. Operate many types of office equipment.

WORK ENVIRONMENT

- Works in outside weather conditions; exposed to hot, cold, wet and/or humid conditions.
- Performs inspections at dirty, dusty, muddy sites, including construction sites and waterways. Works near moving mechanical parts; works around vehicle traffic.
- Exposed to fumes or airborne particles, toxic or caustic chemicals.
- Noise level in the work environment is loud.
- May be required to use personal vehicle.
- Required to travel out of City boundaries to attend meetings and respond to emergencies.
- Day, evening, night, holiday, and weekend work may be required.
- May be required to wear protective apparel including goggles, face protectors, aprons, shoes and oxygen breathing apparatus in case of an emergency circumstances.

GUIDELINES

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.