

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: ZONING ENFORCEMENT OFFICER

**DEPARTMENT: COMMUNITY & ECONOMIC DEVELOPMENT –
HOUSING AND NEIGHBORHOOD SERVICES DIVISION**

BASIC FUNCTION:

Under general supervision, ensure that new development and on-going land occupancy conforms to applicable city regulations regarding land use and zoning requirements, development permit conditions, business licensing, use permits and related zoning/land use matters, including abatement of public nuisances and inclusionary housing compliance.

DISTINGUISHING CHARACTERISTICS:

The **Zoning Enforcement Officer** is a single incumbent position and is assigned to land use or zoning permit condition violation cases, as well as other complex and/or sensitive cases that require advanced research skills as well as advanced knowledge and interpretation of zoning regulations and land use permit conditions as well as other related zoning and/or land use enforcement matters. May be requested to write: zoning research reports and memorandums to program supervisors and the city's executive management; code enforcement policies and/or regulations; and to assist in updating the division on regional or state changes to zoning or other land use activities. This position will lead team responses to code enforcement violations and other related issues for zoning/land use and inclusionary housing compliance. This position participates as a senior code enforcement team member within the Housing and Neighborhood Services Division.

Incumbents work on moderate to complex assignments requiring independent exercise of judgment, discretion and initiative in performing responsibilities. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise. Incumbents are expected to be fully aware of and have clear working knowledge of the operating procedures and policies of the work unit.

KEY RESPONSIBILITIES:

Receive and act on zoning and nuisance complaints including any required investigations. Provide written notice and maintain appropriate case notes; log and monitor each complaint in the online case management system.

Perform field inspections with occasional assistance from Planning and Engineering as well as Housing staff.

Make interpretations of zone and operational use ordinance provisions.

Work with minimal, general supervision by the Program Manager and/or Department Director as assigned.

Coordinate permitting and certain land use cases with other staff, departments, and technical consultants.

Respond to citizen complaints and undertake appropriate enforcement actions in consultation with the Principal Planner, City Planner, or Code Enforcement Program Manager as needed.

Respond to zoning, land use, and related inquiries by phone and in writing.

Responsible for all zoning enforcement investigation, determination, notification of violation and remedies.

Respond to inquiries and requests; assist customers with zoning compliance issues and violation of permit conditions; conduct sites visits for proposed development and/or built sites; participate, as needed in organized public workshops and hearings related to development of new zoning code requirements and/or enforcement and appeal hearings as well as informational meetings with the general public.

Serve on cross-functional teams. May presents staff reports to Planning Commission and/or City Council.

Provide assistance to code enforcement and legal staff as well as other appropriate service divisions in whatever way necessary to prosecute an enforcement action, including but not limited to: field inspections, research, provide witness testimony in court cases, work with program management and a designee from the City Attorney's Office to prepare Requests for Proposals for demolition projects, and work with demolition contractors to demolish dangerous buildings or do abatement of other public nuisances within the city.

Seek compliance from property owners with short term rentals, including enforcement of permit condition requirements and review permits for approval.

Seek compliance from property owners with inclusionary housing (affordable housing) requirements and permit conditions to maintain said housing in compliance with the city's inclusionary housing ordinance.

Ensure maintenance of permit records and database and other periodic reports and handouts related to zoning, land use and related matters.

Other related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

May be assigned supervisory responsibilities for other code enforcement and/or housing staff.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Full use and application of standard zoning/planning principles, theories and concepts and a basic understanding of the city's policies and procedures.

Ability to:

- Provide solutions to a wide variety of problems of moderate scope and complexity.
- Handle complex projects; perform site inspections and field research; review and enforce plans and specifications.
- Coordinate with various departments and agencies (such as the California Coastal Commission) to respond to zoning or permit condition violations and perform proper documentation and reporting.

Language Skills:

- Ability to read, analyze, and interpret blueprints, maps, technical procedures, or governmental regulations.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from groups, contractors and employees of the organization.

Mathematical Skills:

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions.

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to interpret and reason the intent of various regulations, agreements, ordinances and other related legal or regulatory documents.

Discretion:

- Exercises judgment within standard, defined procedures and practices to determine appropriate action.
- Incorrect decisions or recommendations or failure to get results may cause delays in schedules and result in the allocation of more resources.
- May attend regional committees for information and assist in communicating agency input on regional issues.

Contact and Communication:

This factor evaluates the degree to which incumbent can communicate verbally to co-workers and managers, customers and citizens, elected and appointed officials. Demonstrated public presentation skills are also considered in assessing competency.

- Has direct customer/citizen contact. Conducts sites visits. Frequent inter-organizational contact. Serves on cross-functional teams. May present staff reports to Planning Commission and City Council.
- Effective communicator, with both written and oral presentation. Excellent presentation, demonstration, and writing skills.
- Strong interpersonal and communications skills. Effective team player and leader of small departmental or interdepartmental teams.

Supervision Given or Received:

- Works under functional direction, performs independently within guidelines established by supervisor or by the project.
- Supervisor typically determines goals/objectives. Work is reviewed for soundness of judgment and overall adequacy and effectiveness. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.
- Effective project team member.
- Reports to Housing & Neighborhood Services Director or Program Manager as assigned.

Technical, Organization and Industry Knowledge:

- Requires a thorough understanding of:
- Zoning and land use planning principles, procedures and methods including principles of urban design, site planning and architectural design, applicable federal, state, and local planning laws, ordinances, and policies.
- Assignments are at a moderate to complex level which occasionally require the application of unusual procedures or methods to bring successful conclusion to problematic projects; attend public hearings for assigned projects, prepare reports, conduct inspections; complete process for noticing and resolution of code enforcement violations and take actions to gain compliance with development permit conditions and zoning code violations, including working with owners and developers of affordable housing to comply with the city's Inclusionary Housing Ordinance.

EXPERIENCE AND EDUCATION:

A combination of training, education, and experience which demonstrates an ability to perform the duties of the position. A typical qualifying background may combine training, education and experience which demonstrates the ability to perform the duties independently within a reasonable period.

The equivalent of a bachelor's degree from an accredited college or university with major work in planning, land use, public administration or a related field, plus a minimum of five years of related work experience including field inspection work and regulation review and interpretation.

Masters' degree in planning, public administration or a related field is desirable.

SPECIAL REQUIREMENTS:

Ability to work after hours and weekends, if needed. Must possess PC 832 certificate, and have prior experience with issuing citations in a field enforcement environment. Must complete PC 832 training within six months in the position; preferred to have PC 832 certificate at time of hire.

Desired: code enforcement officer certificate or training.

CERTIFICATES, LICENSES, REGISTRATIONS: As required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

MENTAL DEMANDS:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; interact with city staff and other organizations; and frequently deal with dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The employee is occasionally exposed to high, precarious places. The employee regularly works in outside weather conditions. The employee is occasionally exposed to wet or humid conditions, vibration, airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level is occasionally loud.

DATE APPROVED: May 8, 2018