



**CITY OF HAWTHORNE  
PLANNING DEPARTMENT  
CODE ENFORCEMENT OFFICER I  
Classification Specification  
(Classified)**

**JOB SUMMARY**

The Code Enforcement Officer I works under the general guidance and direction of the Code Enforcement Supervisor. Under general direction, the Code Enforcement Officer I performs a variety of routine and complex work in the interpretation and enforcement of adopted codes and related rules and regulations.

**SUPERVISION RECEIVED**

The Code Enforcement Officer I receives general supervision from the Code Enforcement Supervisor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following is a list of typical duties assigned to Code Enforcement Officer I. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Periodically patrols or inspects an assigned area to monitor for violations of local codes.
- Responds to complaints of potential code violations relating to signing, building occupancy, nuisances, property maintenance, land use, dumping, polluting, or other Hawthorne Municipal Code violations.
- Conducts field investigations of potential violations; gathers evidence; questions or interview complainants, witnesses and suspects; compares facts to code requirements; makes findings; and issues warnings, correction notices, or citations.
- Meets with owners, tenants, contractors, businesses, etc. to review and explain code requirements and violations or potential violations; secures code compliance.
- Drafts and distributes a variety of correspondence, memoranda, notices, flyers, brochures, media releases, and reports relating to code enforcement issues and actions.
- Provides information to persons who request assistance in code enforcement related matters.
- Maintains a variety of logs and records related to inspection and enforcement activities; prepares recommendations for amendments and additions to codes or regulations which relate to the position.
- Coordinates efforts with other City departments and staff or outside agencies, as needed.
- Works with police and prosecutors to obtain written or tape-recorded statements, depositions, or admissions, as needed.
- Reviews cases being prepared for trial with emphasis on the evidentiary and legal issues crucial to successful prosecution.
- Prepares detailed reports of activities and investigations made; consults with prosecutors and prepares case reports for court action; testifies in court.
- Assists in obtaining, enhancing, preparing or presenting exhibits or other evidence in court as required.

## **MINIMUM QUALIFICATIONS**

### **Education, Training and Experience**

- Graduation from high school or G.E.D.; AND
- One (1) year of experience related to inspection, law enforcement, building inspection, land use, public administration or a related field.
- Any equivalent combination of education and experience.

### **Licenses, Certificate and/or Special Requirements**

- A valid California class “C” driver’s license, safe driving record, and proof of insurance are required at the time of appointment.
- Must obtain Certified Code Enforcement Officer certificate within one (1) year of employment.

## **QUALIFICATION**

### **Knowledge, Skills and Abilities**

- Some knowledge of code enforcement principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to various land use, nuisance and public safety codes; working knowledge of inspection techniques.
- Skill in operating the listed tools and equipment.
- Ability to prepare, organize and maintain inspection field data and reports.
- Ability to analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions.
- Ability to comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely and legibly, and to testify in court in an objective, concise, and professional manner.
- Ability to produce or obtain reports, photographs or the evidence or exhibits.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with citizens, employees, supervisors and the general public.
- Ability to follow verbal and written instructions.
- Ability to handle stressful situations and effectively deal with difficult or angry people.

## **PHYSICAL DEMANDS**

While performing the duties of this class, the employee is frequently required to sit, stand, and walk, and regularly operate a motor vehicle. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally lifts and carries records and documents typically weighing up to 50 pounds. During inspections, the employee inspects commercial and residential sites, walks on uneven terrain, climbs ladders and stairs and accesses temporary or construction access points. Sensory demands include the ability to see, talk, and hear.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORKING CONDITIONS**

The employee constantly works in both office and field settings. In the office, the employee works in controlled temperature conditions. In the field, the employee is exposed to traffic and motor vehicle fumes, mechanical and/or electrical hazards, construction noise, and potentially hazardous physical substances. When performing inspections, the employee drives to specified locations and may work at various heights above ground to conduct roof and attic inspections and may also work in confined spaces. Noise levels are moderately loud when outdoors. The employee may interact with upset owners, contractors, developers, and other parties in interpreting and enforcing departmental policies and procedures. Must submit to random drug testing in accordance with the City's drug and alcohol policy.

FLSA Status: Non-Exempt  
Bargaining Unit: HMEA  
Civil Service Status: Classified

Revised: February 2022  
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