



Code Compliance Officer

Purpose

Under direction of the Chief of Police, Code Compliance Officers, perform specialized inspections and enforcement of ordinances, regulations and laws governing the transit system.

Description

Code Compliance Officers hold limited enforcement authority and are responsible for enforcing all ordinances and laws approved by the Sonoma-Marín Area Rail Transit District Board of Directors. Considerable judgment is required in meeting emergency situations, enforcing regulations, and in coordination with other personnel, their contractors, and other agencies. Ordinances are enforced by the issuance of citations and arrests are occasionally necessary. Code Compliance Officers are required to prepare incident/arrest reports and other forms either written or using a computer. Code Compliance Officers will be required to testify in court when subpoenaed. Inspectors may work varied shifts.

Duties and Responsibilities include, but are not limited to the following:

Class specifications are intended to present a descriptive list of the range of duties performed by, and minimum requirements required of, employees in the class. Specifications are not intended to reflect all duties performed within the job or responsibilities. SMART reserves the right to determine and amend job duties and responsibilities.

- In performing their duties, Code Compliance Officers (CCOs) will be called upon to assist and provide information to patrons and the public and ensure the safety of passengers on platforms and parking lots.
- Code Compliance Officers are responsible for ensuring compliance with all SMART Ordinances, authorized Penal, Public Utility, Health and Safety and Department of Motor Vehicle (DMV) Codes, approved by the Board of Directors, for enforcement on the Sonoma-Marín Area Rail Transit trains, as well as all SMART properties.
- Code Compliance Officers are classified as Public Officers under the law with Powers of Arrest. The position is non-sworn and unarmed.
- Code Compliance Officers have primary responsibility for enforcing the fare ordinance by performing unannounced random inspection of fares on board trains and in fare paid zones. Other violations enforced include quality of life violations, narcotic and alcohol related offenses.
- Violation of any ordinance or authorized code section may result in the issuance of a criminal citation (Notice to Appear) to the violator. Arrests may also be necessary. On occasion, Code Compliance Officers may contact a local Sheriff or Police Department's Record Division to verify a person's true identity.
- CCOs monitor the Agency's parking facilities, issue parking citations, and impound vehicles in violation of SMART Ordinances.
- CCOs work closely with all local law enforcement agencies and participate in joint enforcement assignments on the system.
- CCOs maintain daily activity logs, write crime, arrest, accident, impound, and sick injury reports. CCOs respond to court subpoenas and testify in court.

- Performs other related duties as assigned.

Qualifications, Skills, Knowledge and Abilities

Minimum Qualifications:

- Possess a high school diploma or high school equivalency certificate or GED.
- Must be bondable with no previous criminal record.
- Must possess a valid California Driver's license or be able to obtain one within 60 days of employment.

Other Qualifications:

- Familiarity with the California Criminal Justice system is highly desirable.
- Experience in rail transit safety and security desirable.
- Qualified candidates must have completed a P.C. 832 arrest and control class within the last three (3) years, or satisfactorily complete and pass such class within the first year of employment as a Code Compliance Inspector. Prior law enforcement experience in California can satisfy this requirement.

Skill in:

- Working courteously with the public and obtaining information through dialogue.
- Working effectively with persons of varied socio-economic, ethnic and cultural backgrounds.
- Communicating effectively both orally and in writing.
- Responding to issues and complaints in a fair, tactful and timely manner.
- Analyzing situations quickly and objectively to determine the proper course of action.

Knowledge of:

- Have knowledge of or ability to learn SMART policies and regulations;
- Microsoft Word and Excel and has the ability to learn and use other software related to the job duties;
- Knowledge of the Marin and Sonoma County judicial system is desirable.

Ability to:

- Read, understand, and apply SMART policies and regulations and union labor contracts.
- Write letters, memoranda, and reports using clear, concise and grammatically correct English;
- Speak clearly, distinctly, and effectively in person-to-person or small group situations using tact and diplomacy;
- Make sound decisions and use good judgement under pressure.
- Explain codes and regulations to passengers and members of the general public.
- Verify the accuracy and completeness of forms and reports
- Coordinate and initiate the actions necessary to implement decisions and delegate responsibilities to appropriate personnel, as well as the ability to establish and maintain priorities in order to complete assignments by deadlines without detailed instructions.
- Use 2-way radios to communicate with supervisors and the Operations Control Center. May also use a Police Radio to communicate with Police Agencies during routine records checks or in emergency response situations. Officers use a hand held electronic device to inspect fares. Perform the physical requirements of the job.
- Speak/read/write Spanish is highly desirable.

Physical Working Environment

Work is performed in both an office and field environment; travel from site to site; The employee may: work near moving mechanical parts; be exposed to outside weather conditions and wet and/or humid conditions. May be exposed to: fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat, and vibration or risk of electrical shock; potentially hostile environments, and extensive public contact. The noise level in the work environment is usually moderate however, the noise level is occasionally very loud due to sirens, etc. . Some of these requirements maybe accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Physical Requirements

Code Compliance Officers are on their feet on moving trains approximately 6.5 hours per day. Must be able to physically restrain combative/resistant violators when necessary. Has the ability to render aid during emergency response situations, including physically removing injured or unconscious victims in the event of an accident involving any SMART train. Has the ability to run distances of up to 50 yards to respond to emergencies and calls for assistance from passengers or other enforcement personnel. Duties require the ability to work irregular and on-call hours including weekends, evenings and holidays. Must possess mobility to: work in a standard office setting; strength and mobility to operate a motor vehicle and assist at an incident or emergency scene; strength and stamina to lift and carry 25 pounds; vision to observe emergency scenes and investigations and to read printed materials and a computer screen, and hearing and speech to communicate in person, before groups and over the telephone and/or radio. Examples of physical requirements include: accessing SMART operating right-of-way; climbing on and off rail equipment; climbing; pulling; lifting; walking on uneven surfaces; visiting construction sites, and operating a motor vehicle. Duties require position to, on an intermittent basis: sit at desk or in a vehicle; walk and stand during investigation activities; bend, squat and kneel during inspection of crime scene or conducting searches; climb stairs and/or ladders while in the field; twist while making arrests; perform simple and power grasping, pushing, pulling, and fine manipulation; continuously wearing utility belt and other police equipment of 30 pounds' and intermittently carry weight of 100 pounds or less. Duties require the ability to work irregular and on-call hours including weekends, evenings and holidays. Some of these requirements maybe accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Position Details:

- Salary Range: \$31.61 - \$38.41 per hour.
- FLSA Status: Non-Exempt.
- Non-sworn, unarmed
- A thorough background check will be required including, but not limited to: current and past employers, personal contacts, education verification.
(A complete list of background check documents will be provided upon request).
- A pre-employment physical that meets public safety requirements, including a pre-employment drug screen, will be required.
- A pre-employment psychological screening, administered by a licensed psychologist, will be required.
- SMART's Drug Free Workplace policy covers all positions within the District. This position is covered by the Company Authority policy which states that positions in the Operations Division and some positions in the Public Safety Department are also covered by random testing, reasonable

suspicion, post-accident, and return-to-duty and follow-up drug and/or alcohol testing.

The Sonoma Marin Area Rail Transit District is an Equal Opportunity Employer

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