



## Employment Opportunity

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### **CODE COMPLIANCE OFFICER II/MOBILE HOME PARK INSPECTOR**

**Salary Range (30) \$25.50 – \$31.04/Hourly**  
**FLSA Status – NON-EXEMPT**  
**Full-Time w/Excellent Benefit Package**  
**Application Deadline: August 15, 2016, 5 PM**

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For application materials visit our website at [www.RanchoMirageCA.gov](http://www.RanchoMirageCA.gov) or call (760) 324-4511.  
(Completed City Application Form required; no facsimiles or e-mail sent/received in this recruitment.)

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#### **DEFINITION**

Under general supervision, performs a variety of technical duties in support of the City's code compliance program including specialized duties and responsibilities related to reviewing mobile home building permit applications; performs plan checks and physical site inspections; monitors and enforces a variety of applicable ordinances, codes, and regulations related to land use matters, building, housing, health and safety, property maintenance, general inspection of mobile home parks, noise abatement, and other matters of public concern; investigates violations and initiates procedures to abate violations and obtain compliance including issuing notices of violations, citations, and other correspondence specifying necessary corrective actions, compliance, and compliance dates; approve and sign-off on final inspections; serves as a resource and provides information on City regulations to property owners, residents, businesses, the general public, and other City departments and divisions.

This is a specialized class in the Code Compliance Officer series. Incumbents at this level require demonstrated ability to perform a variety of responsible code compliance duties as well as specialized permitting and plan checking duties for the City's mobile home parks.

#### **EXAMPLES OF ESSENTIAL DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Reviews mobile home building permit applications; performs plan checks to ensure work to be done complies with all appropriate codes, ordinances, and regulations; approves applications after appropriate corrections have been made.
2. Inspects work performed under permit in mobile home parks to verify that completed work complies with appropriate codes, ordinances, and regulations and is in accordance with approved plans, specifications, and final permit; performs duties to obtain compliance in regards to permit; conducts follow-up inspections to ensure compliance.
3. Issues stop work notices for construction or alterations being performed without proper permits; assists all parties involved in achieving compliance.



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4. Enforces Title 25 of the California Code of Regulations and the California Health and Safety Code (Mobile Home Parks Act); investigates complaints in mobile home parks regarding alleged violations of Title 25 and other applicable local codes and ordinances.
5. Conducts State mandated mobile home park health and safety inspections; issues notices of violations; performs duties to obtain compliance in regards to correction of violations; conducts follow-up inspections to ensure compliance.
6. Assists mobile home park residents, managers, owners, contractors, engineers, and public agencies in the clarification and interpretation of codes and ordinances.
7. Performs a variety of field and office work in support of the City's code compliance program; enforces compliance with applicable ordinances, codes, and regulations including those pertaining to land use matters, building, housing, health and safety, property maintenance, mobile home parks, and other matters of public concern.
8. Receives and responds to citizen complaints and reports from other agencies and departments on violations of City zoning and related municipal codes and ordinances as well as State regulations; conducts investigations; interviews complainant and witnesses; inspects residential, commercial, and industrial properties for code violations; attempts to make contact with property owners or tenants in order to resolve violation and work toward compliance; issues and posts warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedules and performs all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances; prepares requests for legal action; issues administrative and misdemeanor criminal citations as necessary.
9. Maintains accurate documentation and case files on all investigations, inspections, enforcement actions, and other job related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; establishes and maintains a case management system.
10. Prepares and provides documentation and evidence in support of legal actions taken by the City; appears in court as necessary; testifies at hearings and in court proceedings as required.
11. Prepares a variety of written reports, memos, and correspondence related to enforcement activities.
12. Proactively patrols assigned area to identify and evaluate problem areas and/or ordinance violations; conducts property inspections; determines proper method to resolve violations.
13. Regularly participates in proactive sweeps.
14. Attends meetings and serves as a resource to other City departments, divisions, the general public, community groups, and outside agencies related to code compliance; works cooperatively with other departments regarding code compliance issues; works cooperatively with local, state, and federal agencies including social services agencies to provide resources and enforcement to the community; interprets and explains municipal codes and ordinances to members of the general public,



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contractors, business owners, and other interested groups in the field, over the counter, and on the telephone.

15. Operates computer to enter, process, and acquire data relative to complaints, inspection sites, and effective code compliance; researches complaints.
16. Provides assistance as needed with animal service calls; may pick up stray/feral or deceased animals and transport to County Animal Shelter.
17. Performs other duties of similar nature as assigned.

### **QUALIFICATIONS/GUIDELINES**

*The following generally describes the knowledge, ability, and education required to successfully perform the job duties.*

#### **Education and/or Experience:**

Equivalent to the completion of the twelfth grade supplemented by specialized training and/or college level coursework in building inspection, plan checking, criminal justice, planning, public administration, law enforcement, construction inspection, or related field.

Three years of experience performing public contact work of an investigative or inspection nature including a minimum of one year of code enforcement investigation/inspection work. Construction inspection or construction experience is highly desirable.

#### **Licensing/Certifications**

- Possession of an appropriate, valid California driver's license and a satisfactory driving record.
- Possession of a valid P.C. 832 certificate.
- Possession of California Association of Code Enforcement Officers Association (CACEO) or equivalent training/education certificates is desirable.
- Certification by the International Code Conference or similarly recognized organization as a Combination Inspector or Building Inspector is desirable.

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

Plan checking, building permitting and permit inspection related to mobile homes. Pertinent codes, ordinances, laws, and regulations related to assigned duties including Title 25, CCR, and all codes applying to the Mobile Home Act for the State of California. Requirements of building, plumbing, electrical, mechanical, and related codes and ordinances as they relate to mobile homes. Procedures involved in the enforcement of codes and regulations conducting and documenting field investigations. Legal actions applicable to code enforcement compliance, customer service and public relations. Modern office procedures and equipment including computers, database, and spreadsheet applications. Effective communication techniques, mathematical principles for purposes of reading plans, maps, measuring, and other computations necessary for inspections. Ability to review and inspect work performed under permit in mobile home parks to verify that completed work complies with appropriate codes, ordinances, and



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regulations and is in accordance with approved plans, specifications, and final permit. Enforce pertinent codes, ordinances, laws, and regulations with impartiality and efficiency. Respond to inquiries, complaints, and requests for service in a timely and tactful manner. Defuse and react appropriately to potentially dangerous and confrontational encounters with the public. Represent the City in a professional manner and deal effectively with the public to gain their cooperation in resolving problems and concerns. Prepare and maintain a variety of correspondence, logs, records, and files. Prepare clear and concise technical reports. Read and interpret legal documents and descriptions. Read and interpret basic construction drawings and site plans. Read maps. Make oral presentations and testify in court, work independently in the absence of supervision. Understand, interpret, and apply general and specific administrative and departmental policies and procedures. Operate communication devices including portable radios and wireless phones. Demonstrate an awareness and appreciation of the cultural diversity of the community. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

### **ADA and Other Requirements**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, manual dexterity, grasping, feeling, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to considerable work with the public and staff; verbal contact, face-to-face and telephone. Works alone, with others and around others, inside, outside, extended days, confined areas, extreme heat/cold, temperature changes, wet and/or humid moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises, travel and environmental conditions such as disruptive people.