SENIOR CODE COMPLIANCE OFFICER

DEFINITION

Under the general supervision of the Code Compliance Manager, coordinates Code Compliance Officer activities with those of other City departments and outside agencies; inspects, investigates, enforces and resolves the most difficult and complex complaints regarding the City’s Municipal Code, zoning, signs, land use, ordinance violations, local and state laws, regulations and codes involving dangerous building, health and safety and public nuisances. Performs functions of Code Compliance Manager in his/her absence.

EXAMPLES OF ESSENTIAL DUTIES

This class specification represents only the core areas of responsibilities; specific position assignment will vary depending on the needs of the department.

1. Assist with the supervision of staff and resolves issues related to the application and/or interpretation of codes and regulations.

2. Under direction of Code Compliance Manager, assigns work in the most effective and efficient manner to maximize productivity in the Code Compliance Division.

3. Assists, coordinates, and participates in special code compliance related meetings and addressing of issues.

4. Prepares and presents verbal and written reports on code compliance activities.

5. Coordinates the procurement, maintenance, storage, and disposition of code compliance equipment.

6. Receives and responds to complaints or inquiries regarding public nuisances and zoning, sign and land use ordinance violations; explains code requirements and established policies and procedures; may develop alternative methods to achieve code compliance in accordance with established guidelines.

7. Prepares case files requiring the establishment of legal owners, the verification of parcel addresses, and other information necessary to conduct investigation and enforcement action.

8. Participates in the conduct of site visits; documents violations by securing photographs and recording other pertinent data; conducts property surveys and
investigations (including weekend patrols) as directed.

9. Prepares abatement letters, "Cease and Desist" notices, routine correspondence and reports; issues misdemeanor citations; assists in conducting follow-up procedures including the preparation of additional correspondence, site visits and communications with complainants, attorneys, and property owners involved in code violation cases.

10. Investigates and enforces City ordinances regulating the parking of vehicles within the City limits, including recreational and commercial vehicles.

11. Provides routine office assistance to the public and assists other department staff involved in related activities.

12. Provides information regarding division/office operations, activities and programs.

13. Confers with related agencies, City Attorney and County departments on disposition of complaints and code violations; prepares detailed and specialized reports and correspondence related to code compliance inspections, violations, and other activities.

14. Provides assistance as needed with animal service calls; may pick up stray/feral or deceased animals and transport to County Animal Shelter.

15. Performs other duties of similar nature and level as assigned.

QUALIFICATIONS/GUIDELINES

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

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. Example combinations include three years of experience in municipal code enforcement inspection or investigation; or two years of similar experience and additional specialized training in law enforcement, land use, building or business regulation or related fields.

Licensing/Certifications

- Possession of or ability to obtain an appropriate California driver's license and a satisfactory driving record.
- Completion of P.O.S.T approved P.C. 832 training.
- C.A.C.E.O certification as a Certified Code Enforcement Officer.
- Certification as an AACE Code Enforcement Officer is desired.
Knowledge, Skills and Abilities

- Working knowledge of the organization and functions of the various agencies involved in planning, zoning and land use process.
- Related federal and state laws, ordinances, health and safety rules and regulations relative to substandard housing and building code requirements.
- Interpret and explain related federal and state laws, ordinances, rules and regulations.
- Conduct research and compile data.
- Work independently and effectively in the absence of supervision.
- Communicate clearly and concisely, both orally and in writing, using proper spelling, grammar and punctuation.
- Composition of correspondence.
- Use Windows7 Operating System.
- Interpret maps, plans and legal descriptions.
- Deal constructively with conflict and develop effective resolutions.
- Understand and carry out oral and written directions.
- Ability to establish and maintain effective working relationships with coworkers, elected and appointed officials, applicants, members of the general public, and others who are typically encountered on a daily basis.

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.

Incumbents must be able to perform tasks related to maintenance and construction work which may include lifting objects weighing up to 50 pounds; moderate exposure to dust, temperature, noise, and inclement weather; occasional exposure to hazardous work construction

Stress Factors

High pressure in assisting the public, staff and elected officials. Ability to interpret and explain actions to the public and City Council.

NOTE: The above job classification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

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