

CLASS SPECIFICATION
Senior Code Compliance Officer

GENERAL PURPOSE

Under general supervision, works closely with City code compliance staff, task forces, police department staff, fire inspectors, building officials and representatives of other governmental agencies to investigate and enforce state and municipal codes and ordinances in the Code Compliance or Building Division; serves as lead inspector and provides work direction and guidance to subordinate code compliance officers; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Senior Code Compliance Officers are responsible for conducting the more complex code inspections and building investigations and ensuring enforcement of state and municipal codes and ordinances in either the Building or Code Compliance Division. Incumbents are also responsible for serving as the lead inspector and providing work direction and guidance to assigned code compliance staff. With general supervision and guidance, duties and responsibilities are carried out within the framework of established policies, procedures and regulations.

Senior Code Compliance Officer is distinguished from Code & Neighborhood Services Division Manager in that the latter class is responsible for planning, managing, directing, evaluating, supervising and overseeing the work of an entire Division's staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Provides lead work direction and guidance to subordinate staff; prepares work schedules and assigns overtime as needed; assists management in training and evaluating new officers; interprets building, zoning, municipal codes and state and local ordinances to staff; ensures staff meet assigned deadlines and performance standards; provides backup to assigned officers in the field on the more complex and hazardous cases; investigates and resolves citizen complaints involving field staff; ensures City vehicles and equipment are properly maintained by staff.
2. Maintains accurate, complete records of complaints, inspections, violations and citations; prepares periodic written reports detailing code enforcement activity.

Building Division:

1. Investigates and enforces state and municipal codes against substandard and/or unsafe buildings; prepares case files and investigative reports for civil or criminal prosecution, receivership, injunctive relief or other administrative proceedings; prepares site plans, diagrams and drawings to correlate

findings; prepares affidavits to support inspection or abatement warrants; organizes and tracks case files for cost recovery.

2. Serves as lead inspector and monitors, oversees and performs enforcement for rehabilitation projects performed on mobile homes, single-family and multi-family dwellings and commercial properties conducted through the Redevelopment Agency; prepares scopes of work and specifications for rehabilitation projects; oversees rehabilitation work and inspections; prepares policies and procedures for the development of various inspection programs for loan and/or grant programs; conducts annual inspections of properties under agreement with the Redevelopment Agency's loan programs.
3. Researches and makes recommendations for the amendment of current codes and the adoption of new codes; prepares policies and procedures and drafts ordinances to improve enforcement functions.

Code Compliance:

1. Performs the more complex code compliance and business license inspections, re-inspections and investigations to ensure compliance with City municipal and building codes; investigates and determines existence and type of municipal or building code violations and recommends corrective actions to bring about compliance; determines time frames for compliance achievement; issues verbal warnings, notices of violation, notices to abate nuisances and administrative citations in accordance with City Municipal Codes, administrative policies and division policies; issues notices of non-compliance; responds to hazardous materials calls on public and private property and takes appropriate action; maintains an active caseload and documents investigations and inspections made.
2. Answers inquiries from and advises property owners, builders and the public regarding compliance with City municipal and building codes; represents the City in public and community meetings and provides information to the public on City code compliance policies and regulations; responds to citizen complaints regarding potential code violations; conducts research regarding property ownership, current and past permits and applications and applicable codes; prepares administrative search or seizure warrants or warrants for demolition; obtains warrants to perform inspections of property, abatements of property or to demolish buildings; coordinates code enforcement actions with other City departments and other governmental agencies when necessary; performs sweeps and special details with police staff, fire inspectors, building officials and representative of other governmental agencies; represents the City in court and at administrative hearings and testifies regarding code violations.
3. Coordinates and organizes neighborhood cleanups and the City's Clean Sweep Program; assigns and supervises staff; makes arrangements for dumpster and Clean Sweep trailer placement; ensures dumpsters are in place and hazardous materials are not dumped in dumpsters; transports and maintains the Clean Sweep trailer and equipment.

OTHER DUTIES

1. Participates on special code compliance and outreach projects as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles, practices and trends of zoning and building code enforcement.

2. Municipal organization and functions pertaining to building, zoning and related issues.
3. Municipal code enforcement methods, techniques and practices, individual rights and preservation of evidence.
4. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
5. Safe work methods and safety practices pertaining to the work.

Ability to:

1. Understand, interpret and enforce municipal codes pertaining to building and zoning.
2. Organize, coordinate, direct and participate in the investigation of potential municipal code violations.
3. Coordinate work assignments with other divisions, departments and agencies.
4. Prepare clear, concise and comprehensive correspondence, reports and other written materials.
5. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
6. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
7. Establish and maintain effective working relationships with City management, staff, representative of other agencies, citizen and community groups, lending and financial institutions and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and four years of increasingly responsible experience in the enforcement of building, zoning or other related codes; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

Building Division: Current, valid California certification as a Certified Building Inspector.

Code Compliance Division: P.O.S.T. training and current, valid P.C. 832 certification.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard

business equipment; and reach with hands and arms. The employee is frequently required to stand and walk; climb or balance; stoop, kneel, bend, crouch or crawl; and lift up to 100 pounds. Employees must also be able to hear signal warnings and be able to differentiate operating equipment sounds.

Specific vision abilities required by this job include close vision, distance vision, use of both eyes, ability to distinguish basic colors and shades, depth perception, peripheral vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with City management, staff, representative of other agencies, citizen and community groups, lending and financial institutions and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet. Employees regularly works in outside weather conditions, near moving mechanical parts; are exposed to wet and/or humid conditions, heavy vibration, and street/road traffic; work on uneven or slippery surfaces; and work in high, precarious or confined places. Employees are regularly exposed to fumes or airborne particles, toxic or caustic chemicals, biological hazards, extreme hot and cold, loud or prolonged noise levels and risk of electrical shock and radiation.