



CODE COMPLIANCE OFFICER I/II

DEFINITION

To perform office and field work involving the inspection, investigation, and compliance of City codes, ordinances and abatement regulations.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Chief Building Official.

Code Compliance Officer I : This is an entry level class in the code compliance series. Positions in this class normally perform a variety of semi-skilled code compliance activities. Functional or technical coordination may also be received from Code Compliance Officer II.

Code Compliance Officer II : This is the journey level in the code compliance series. Positions assigned to this class are expected to perform semi-skilled and skilled code compliance activities. All positions assigned to this class require the ability to work independently, exercising judgment and initiative. Code Compliance Officer II may also be expected to assist in the oversight and training of less experienced personnel.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS:

Receives and responds to complaints regarding substandard dwellings or structures, zoning violations, debris, unsanitary conditions, abandoned or inoperative vehicles, overgrown vegetation, and other zoning and municipal code violations.

Investigate possible violations; photograph evidence; contact responsible persons and compose letters; issue notices of violation, infraction, and/or misdemeanor citations for non-compliance; perform follow-up investigations to ensure that remedial action has been taken; develop and maintain accurate case files.

Reads, interprets and applies state laws, municipal codes and ordinances, and other pertinent regulations.

Drive vehicles as required.

Work cooperatively with others.

Prepares necessary violation and other notices which outline proper repair and correction methods, time limits, permits and all necessary remedial work required.

Contacts property owners; schedules and conducts on-site inspections; interprets codes and regulations and explains inspection procedures and regulations to involved parties.

Prepare code violation cases for public hearings and court proceedings; appear at public hearing as necessary for case prosecution.

Performs abatement of hazardous items on vacant lots and other premises.

Builds and maintains positive working relationships with co-workers, other City employees, and the public, using principles of good customer service.

May issue and process building permits.

Explain and interpret requirements and restrictions.

Maintain records and prepare reports of inspections and related code enforcement files.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Applicable laws, ordinances and codes; principles and methods of enforcing varied municipal codes.

Basic terminology used in zoning, including legal descriptions.

Regulations and requirements for court evidence documentation.

Appropriate building, safety, hazardous materials and fire prevention techniques and requirements.

Safe work methods and safety regulations pertaining to the work, including driving habits.

Principles of building, planning and zoning permit processes and plan examining.

Correct English usage, spelling, punctuation, and grammar.

The operation and use of personal computers and various computer applications within the office environment.

Skill to:

Investigate zoning, code and other complaints in a timely and tactful manner.

Interpret and explain a variety of codes, ordinances, legal descriptions, and other regulations to the public.

Deal courteously, but firmly, and communicate effectively with a variety of individuals contacted in the course of work including resolving conflicts and problems.

Prepare accurate and detailed documentation of inspection findings and other written materials.

Organize work, set priorities and exercise sound, independent judgment within established guidelines.

Understand, learn, and utilize computer hardware/software in daily activities.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Education and Experience

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Code Compliance Officer I Equivalent to completion of the twelfth grade.

Code Compliance Officer II: Equivalent to completion of the twelfth grade with advanced coursework or specialized training in planning, building inspection, technology or a related field desirable.

Experience:

Code Compliance Officer I: One year of experience performing duties involving code enforcement, including office and field investigation of a variety of code, ordinance and regulation violations.

Code Compliance Officer II: Two years of experience performing duties involving code enforcement, including office and field investigation of a variety of code, ordinance and regulation violations.

License or Certificate:

Code Compliance Officer I Possession of, or ability to obtain, an Arrest Course 832 Penal Code certificate within one year of hire.

Code Compliance Officer II: Must possess Arrest Course 832 Penal Code certificate.

and

Possession of a valid California Driver's License.

Council Action: June 19, 2001