



Position Description

CODE ENFORCEMENT OFFICER /

DEFINITION

Under general supervision, investigates conditions, initiates procedures and provides educational programs to abate violations involving zoning ordinances, building codes, housing codes, public nuisances, property maintenance, abandoned vehicles, animals, license regulations and other issues relating to the health, safety and welfare of the community for public and private residential, commercial and industrial property; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

SUPERVISION RECEIVED

Code Enforcement Officer

Receives immediate supervision from the Chief Building Official and/or other assigned staff. May receive technical and functional supervision from a Code Enforcement Officer II.

Code Enforcement Officer

Receives general supervision from the Chief Building Official and/or other assigned staff.

SUPERVISION EXERCISED

Code Enforcement Officer II

May exercise technical and functional supervision to a Code Enforcement Officer I.

DISTINGUISHING CHARACTERISTICS

Code Enforcement Officer

The Code Enforcement Officer is the entry-level class in the code enforcement officer series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform inspections, enforcement activities and educational programs of a more routine nature and learn City policies and specific methods and techniques of work. Incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher-level class. This position is a Fair Labor Standards Act (FLSA) non-exempt position.

Code Enforcement Officer

The Code Enforcement Officer is the journey level class responsible for performing the full scope of assigned duties. Incumbents are considered skilled in making inspections, enforcing codes and regulations and providing educational programs related to community health, safety and welfare, including zoning, building, housing, public nuisances, property maintenance, abandoned vehicles; animals and licenses codes and ordinances. The work requires independence and discretion in working with the public and in conducting field inspections. This position is a Fair Labor Standards Act (FLSA) non-exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)

Investigates conditions, initiates procedures and provides educational programs to abate violations related to zoning ordinances, building codes, housing codes, public nuisances, property maintenance, abandoned vehicles, animals, license regulations and other issues relating to health, safety and welfare of the community for public and private residential, commercial and industrial property.

Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing; maintains records and documents of customer service issues and resolutions.

Patrols and conducts field inspections of parcels of residential, commercial and industrial land, structures, vehicles and stored materials to ensure compliance with applicable City ordinances and state laws.

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

Conducts field inspections to check for zoning compliance.

Conducts inspections of existing buildings to determine hazardous conditions; looks for construction or alterations being performed without proper building permits.

Coordinates inspections with other City and County entities.

Responds to emergencies involving expedited code enforcement activities.

Initiates investigations as necessary for observed violations; prepares warning letters to negligent owners or contractors, and carries negligent cases through prosecution in situations of non-compliance.

Prepares and issues citations, violations and other notices that outline proper repair, correction methods, time limits, permits and all necessary remedial work required; posts notices relating to required abatements.

Files property tax assessment liens; prepares annual property tax reports; obtains statements from complainants; monitors and re-inspects properties to ensure continued compliance; acts as a liaison with the City Attorney and the courts regarding property abatement.

Tracks vacant and foreclosed properties for required maintenance compliance as specified in the Municipal Code.

Cites vehicles and coordinates the removal of abandoned and illegally parked vehicles; maintains reports on vehicle towing activities.

Photographs violations; creates files; prepares investigative reports; prepares legal documents, including abatement and inspection warrants and correspondence; collects and safeguards evidence for civil property abatements and civil litigation.

Establishes and provides educational programs designed to advise property owners on the requirements for compliance and processes and procedures for obtaining compliance or appropriate permits.

Responds to questions and concerns from the public, departmental staff and other agencies; provides information as appropriate and resolves service issues and complaints.

Cooperates with neighborhood improvement groups and organizations interested in neighborhood beautification, improvement and clean up.

Conducts training sessions with City staff regarding the procedures and resources of the department.

Interprets codes and regulations, including applicable municipal codes, zoning ordinances, building codes, state housing, health and safety, relocation regulations, and Community Development Block Grant (CDBG) administrative requirements.

Explains required inspections and construction requirements to owners, architects, engineers, contractors and the public; advises owners on matters related to building permits; maintains records and files of inspections made and actions taken; drafts recommendations for changes in inspection related policies.

Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.

Represents the City at professional meetings, conferences, trainings and other events as directed.

Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices and methods used in the enforcement of a variety of codes and regulations; applicable federal, state and local laws, codes and regulations; methods and techniques used in enforcement and investigation; methods and techniques for record keeping and report preparation and writing; basic mathematic principles; office practices, methods and equipment, including a computer and applicable software; rules of evidence and court procedures; occupational hazards and standard safety procedures.

Ability to:

Inspect and analyze a variety of buildings and properties and identify code violations; appropriately apply codes and regulations to varying situations; develop and provide educational programs; make sound decisions within established guidelines; read and interpret maps, sketches, drawings, specifications and technical manuals; follow written and oral directions; read, interpret and record data accurately; keep accurate records; work independently; organize, prioritize and follow-up on work assignments; perform mathematical calculations quickly and accurately; learn more complex principles, practices, techniques and regulations pertaining to assigned duties; implement, explain and apply applicable laws, codes and regulations; analyze complex issues, and develop and implement appropriate responses; facilitate appropriate corrective action from property owners regarding violations; observe safety principles, safely operate vehicles, and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships; maintain a professional demeanor when resolving difficult code enforcement cases.

EDUCATION AND EXPERIENCE

Code Enforcement Officer

Graduation from high school or equivalent, and two (2) years of experience that includes heavy public contact and the performance of code enforcement activities. Possession of a Bachelor's degree in planning, construction technology or a related field may be substituted for the required experience. Bilingual skills are highly desirable.

Code Enforcement Officer

In addition to the listed Code Enforcement Officer I qualifications, applicants must have two years of municipal code enforcement experience equivalent to that of a Code Enforcement Officer I with the City of San Bruno.

SPECIAL REQUIREMENTS:

Possession of and ability to maintain a valid California driver's license. Certification from the International Code Council (ICC) or other similar association. Building Inspection certificate is desirable and may be substituted for two years of the required experience. Penal Code 832 certification and California Association of Code Enforcement Officer (CACEO) certification is also highly desirable.

TOOLS AND EQUIPMENT USED

Personal computer, including software applications such as word processing, spreadsheet, and data base; motor vehicle; phone; radio; fax and copy machine.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is required to maintain the physical conditioning necessary to operate motorized equipment and vehicles; to work in a standard office environment, sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and occasionally lift 25 lbs.; walk over uneven surfaces; exposure to outdoor elements and confined work spaces, electrical hazards, chemicals, dust and mechanical hazards, associated with construction and maintenance; manual and physical dexterity to operate phone, computer keyboard and general office equipment.

The position also requires both near and far vision when making inspection, reading written reports and work related documents. Acute hearing is required when providing phone and personal service.

WORK ENVIRONMENT

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

A combination of office and field environments. Travels to and from sites. This position works in all weather conditions, including wet, hot and cold, and may frequently deal with irate members of the public. The nature of the work also requires the incumbent to drive motorized vehicles, and work in heavy vehicle traffic conditions.

SELECTION GUIDELINES

The duties listed above 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 the position.

The job description does not constitute agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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