



Position Description

SENIOR CODE ENFORCEMENT OFFICER

DEFINITION

Under direction, coordinates, directs, evaluates and participates in the City's code enforcement activities, including investigating conditions, coordinating with and preparing documents for various departments, initiating procedures and providing 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; assists with the research, development and implementation of policies and procedures to ensure timely and accurate completion of work assignments in compliance with local and state regulations and codes; serves as a technical resource for assigned staff; performs other related duties as required.

SUPERVISION RECEIVED

Receives direction from the Chief Building Official, Community and Economic Development Director and/or other assigned staff.

SUPERVISION EXERCISED

This class exercises indirect supervision over assigned code enforcement staff.

DISTINGUISHING CHARACTERISTICS

The Senior Code Enforcement Officer is a senior level class within the Code Enforcement Division responsible for performing and overseeing the work of staff engaged in investigating conditions, experience with the legal requirements of code enforcement cases, initiating procedures and providing 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 health, safety and welfare of the community for public and private residential, commercial and industrial property. This position is a Fair Labor Standards Act (FLSA) non-exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)

Plans, coordinates, staffs, prioritizes, monitors, directs, evaluates and participates in the City's code enforcement activities, including investigating conditions, initiating procedures and providing 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 health, safety and welfare of the community for public and private residential, commercial and industrial property; performs the more difficult complex duties as needed; ensures safe work practices, work quality and accuracy.

Provides indirect supervision and direction to other code enforcement staff.

Assists other departments with coordinating and preparing legal documents for other departments when legal action is required.

Inspects dangerous and substandard buildings to ensure consistency with the California Building Code and Municipal Code.

Assures that assigned areas of responsibility are consistent with local, State and Federal regulations; stays current on related policies, regulations and trends.

Participates in the development of policies and procedures; develops and recommends programs and projects to higher-level personnel.

Assigns work to staff; monitors work activities to ensure safe work practices, work quality and accuracy; ensures compliance with applicable rules, policies and procedures; maintains appropriate work records and documents which may include time sheets and work orders; prepares statistical and/or, analytical reports on operations as necessary.

Participates in the development of assigned budget; administers and monitors the approved budget; prepares cost estimates and bids for maintenance and repair activities; maintains supply inventories and supply and budgetary records; prepares requisitions and orders needed materials.

May participate in organizational and community group meetings; addresses and responds to service questions, inquiries and complaints; establishes and maintains a positive and proactive customer service orientation within assigned division.

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

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; legal options and requirements related to Code Enforcement proceedings; applicable federal, state and local laws, codes and regulations; principles and practices of project and operations budget development, administration and evaluation; methods and techniques used in enforcement and investigation; methods and techniques for record keeping and report preparation and writing; 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:

Plan, manage, develop and coordinate work programs and educational programs; supervise, oversee, plan, organize, coordinate and participate in the City's code enforcement operations; inspect and analyze a variety of buildings and properties and identify code violations; implement, explain and apply applicable laws, codes and regulations to varying situations; organize and prepare code enforcement cases for legal proceedings; 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; learn more complex principles, practices, techniques and regulations pertaining to assigned duties; make adjustments to standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate; participate in the establishment of division and/or department goals, objectives and methods for evaluating achievement and performance levels; analyze and evaluate new and existing service delivery methods and standard operating procedures; analyze complex issues, and develop and implement appropriate responses; facilitate appropriate corrective action from property owners regarding violations; observe safety principles, safety operate vehicles, and work in a safe manner; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships; maintain a professional demeanor when resolving difficult code enforcement cases.

EDUCATION AND EXPERIENCE

Graduation from high school or equivalent, and at least five (5) years of municipal code enforcement experience. Possession of a Bachelor's degree from an accredited university in planning, construction technology or a related field may be substituted for two (2) years of the experience requirement. Building inspection experience is highly desirable.

SPECIAL REQUIREMENTS

Possession of and ability to maintain a valid California driver's license. Requires certifications in: Code Enforcement Officer, Building Inspection, and PC 832. Vehicle Abatement and California Association of Code Enforcement Officers (CACEO) certification is required prior to the completion of the probationary period.

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, 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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