



AUGUST 2020
FLSA: NON-EXEMPT
Bargaining Unit: TC
JCN: 4511/4512

CODE ENFORCEMENT OFFICER I/II

DEFINITION & DISTINGUISHING CHARACTERISTICS

Definition:

Under immediate or general supervision, enforces ~~State~~state and local zoning and building codes through research, investigation, inspection, and follow up activities, including issuing administrative ~~citation-issuance~~citations and hearing or court ~~appearance~~appearances; communicates with the public regarding code compliance and enforcement; and performs related duties as assigned.

Distinguishing Characteristics:

SUPERVISION RECEIVED AND EXERCISED

Receives immediate or general supervision from the Code Enforcement Supervisor. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Code Enforcement Officer I: This is the entry-level classification in the Code Enforcement class in this Code Enforcement Officer series. Initially under close supervision, incumbents perform routine inspections while learning the more complex codes and regulations. This class is alternately staffed with Code Enforcement Officer II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency, which meet the qualifications of the higher level class. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the II-level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Code Enforcement Officer II: This is the fully qualified journey-level class of classification in the series, fully competent to perform responsible and difficult residential and commercial inspections and code enforcement work. Incumbents are expected to exercise independent judgment and make sound recommendations based on inspection findings. This Code Enforcement class series. Positions at this level are distinguished from the I-level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from Supervising the Code Enforcement Officer Supervisor in that the latter is a full, first-level supervisor and oversees the day-to-day operations of the unit; provides supervision, training to and work review to Code Enforcement of code enforcement staff; and handles more complex inspections or code enforcement cases and projects.

Positions in the Code Enforcement class series are flexibly staffed and positions at the II-level are normally filled by advancement from the I-level, after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF ESSENTIAL TYPICAL JOB FUNCTIONS (Illustrative Only)

- ~~Receives and responds to~~ Investigates complaints regarding substandard dwellings or structures, zoning violations, signage, debris, unsanitary conditions in dwellings, overgrown ~~vegetation~~ vegetation, home occupations, and other zoning and code violations ~~to determine if code violations or problem conditions exist.~~
- Conducts field investigations/inspections of possible violations of ~~County~~ county codes; observes and analyzes the violations and issues citations for non-compliance.
- Performs abatement of hazardous items in dwellings, on vacant lots, and other premises.
- Contacts ~~Schedules appointments with~~ property owners and ~~schedules and~~ conducts on-site inspections; interprets codes and regulations, and explains inspection procedures and regulations to involved parties. ~~—; conducts follow-up inspections to ensure compliance.~~
- Explains applicable zoning, building, and housing codes and division policies and procedures to the public in the field, by telephone, and at the public counter; coordinates with other County departments and outside agencies as needed.
- Researches parcels, history of structures, zoning, previous permits, and code cases.
- Prepares necessary violation and other notices which outline proper repair and correction methods, time limits, permits, and necessary remedial work required.
- ~~Monitors enforcement activities and conducts follow-up and final inspections.~~
- Prepares required documentation for legal actions and conducts follow-up once legal activities have been initiated; appears in court as a County representative.
- Maintains ~~Establishes and maintains~~ records of inspections and related code enforcement files.
- Confers with other agencies and County departments on disposition of a variety of complaints and code violations.
- ~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~
- Performs related work duties as assigned.

MINIMUM QUALIFICATIONS

Some knowledge and abilities may be gained by employees at the entry (I) level while in a learning capacity.

Knowledge of:

- Principles and practices of code enforcement and land use designation.
- Applicable state and local codes and regulations pertaining to building, housing, and zoning.
- Policies, procedures, and terminology related to code enforcement.
- Building codes and ordinances of El Dorado County and California Health and Safety Codes.
- Regulations and requirements for court evidence documentation and presentation.
- Basic mathematical calculations.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and county, state, and federal staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and programs, projects, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Enforce a wide range of building and related codes and regulations related to building inspection activities and operations, land use codes and regulations, and cannabis laws and regulations.
- Departmental methods, practices, and procedures.
- Read and interpret building and construction plans, diagrams, and specifications.
- Explain complex zoning, building, and related codes and regulations to County staff and the public.
- Perform investigations and inspections in an efficient and effective manner.
- Investigate inquiries and complaints, and conduct field inspections; accurately document findings; and maintain appropriate records.
- Analyze situations quickly and objectively, and determine proper course of action.
- Obtain information through interviews and dialogue.
- Prepare evidence and files on difficult and complex enforcement cases for hearing or court testimony.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

~~Where college degrees and/or college course credits are required, degrees and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.~~

~~Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.~~

Code Enforcement Officer I:

Education:—

The educational equivalent

~~Equivalent to an Associate of Science~~ associate degree from an accredited educational institution in Building Inspection Technology.—building inspection technology;

~~-or-~~

Experience:—

~~Two (2) years~~

AND

~~One (1) year of building inspection experience at a level equivalent to the County's class involving interpretation and explanation or enforcement of Building Inspector I laws and regulations.~~

~~Code Enforcement Officer II:~~

~~Experience:~~

~~In addition to the above:~~

~~Equivalent to an associate degree from an accredited educational institution in building inspection technology;~~

AND

Two (2) years of code inspection and enforcement experience or building inspection experience at a level equivalent to the County's class of Code Enforcement Officer I or Building Inspector I.

~~Other Requirements:~~

~~Code Enforcement Officer I~~

~~Must possess Licenses and Certifications:~~

- ~~➤ Possession of, or ability to obtain and maintain, a valid driver's license. Must possess California Driver's License by time of appointment and a satisfactory driving record.~~
- ~~➤ Possession of, or ability to obtain either, an I.C.B.O. Building Inspection Certificate or I.C.C. Building Inspector certificate within six (6) months of appointment. Must possess~~
- ~~➤ Possession of, or ability to obtain certification as a, completion certificate of Beginning Module Code Enforcement Officer training by an accepted state or national Code Enforcement organization AND a Certificate within one (1) year of appointment.~~
- ~~➤ Possession of a certificate of Completion of Penal Code § 832 Course in Arrest, Search and Seizure issued by California Commission on Peace Officer Standards and Training within one (1) year of appointment. May be required to work various shifts including early mornings and evenings to accommodate projects and/or respond to emergency.~~

~~Code Enforcement Officer II~~

~~Must possess and maintain a valid driver's license. Must possess certification as a Code Enforcement Officer by an accepted state or national Code Enforcement organization. Must possess and maintain either an I.C.B.O. Building Inspection Certificate or I.C.C. Building Inspector certificate. Must possess Certificate of Completion of Penal Code § 832 Course in Arrest, Search and Seizure issued by California Commission on Peace Officer Standards and Training. May be required to work various shifts including early mornings and evenings to accommodate projects and/or respond to emergency.~~

~~Knowledge of:~~

- ~~• Principles and practices of code enforcement and land use designation and regulation.~~
- ~~• State and local codes and regulations pertaining to building, housing and zoning.~~

- ~~Policies, procedures and terminology related to the department and function to which assigned.~~
- ~~Principles and methods of investigation utilized in code enforcement inspections.~~
- ~~Regulations and requirements for court evidence documentation and presentation.~~
- ~~Correct oral and written business English usage.~~
- ~~Arithmetic and basic mathematical calculations.~~

Skill in:

- ~~Interpreting, applying rules, and explaining policies and procedures.~~
- ~~Enforcing a wide range of building and related codes and regulations~~
- ~~Operating a variety of general office equipment.~~

Ability to:

- ~~Organize and prioritize work, meet critical time dead-lines and follow up on assignments.~~
- ~~Perform investigations and inspections in an efficient and effective manner.~~
- ~~Explain complex zoning, building, and related codes and regulations to employees and the public.~~
- ~~Solve problems and recommend solutions.~~
- ~~Investigate inquiries and complaints and conduct field inspections, accurately document findings and maintain appropriate records.~~
- ~~Analyze situations quickly and objectively and determine proper course of action.~~
- ~~Obtain information through interviews and dialogue~~
- ~~Prepare evidence and files on difficult and complex enforcement cases for hearing or court testimony.~~
- ~~Work with various cultural and ethnic groups in a tactful and effective manner.~~
- ~~Communicate clearly and concisely, both orally and in writing.~~
- ~~Establish and maintain effective working relationships with those contacted in the course of work.~~

ENVIRONMENTAL CONDITIONS/PHYSICAL DEMANDS

~~The conditions herein 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 job functions.~~

Environment:

~~Employees partly work in the office and partly in the field in all weather conditions, and are occasionally exposed to loud noise levels, road hazards, mechanical and/or electrical hazards, and hazardous substances and fumes. Employees may interact with upset members of the public and private representatives and contractors in interpreting and enforcing departmental policies and procedures. May be required to work a varied schedule which could include off-hours, weekends, on-call and overtime.~~

Physical:

Must possess mobility to work in ~~the field and in~~ a standard office setting and use standard office equipment, including a computer, ~~;~~ to inspect various commercial and residential development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to attend meetings and to operate a motor vehicle, ~~drive on surface streets, and make inspections;~~ strength, stamina, and mobility to perform light physical work; vision to read printed materials and a computer screen, and make inspections; color vision to identify materials, structures, wires, and pipes; and hearing and speech to communicate in person, before groups, and over the telephone ~~or radio.~~ The job involves fieldwork requiring frequent walking on uneven terrain and landscapes when performing inspections. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate ~~above-mentioned tools and~~ standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, ~~and climb to perform work and inspect work sites.~~ push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees **HISTORY**

JCN: 4511—Code Enforcement Officer I, 4512—Code Enforcement Officer II

Created: JUN 1990

Revised: AUG 2013—HRD (revision and re-titled) resolution #127-2013

Revised: NOV 2013—HRD (modified Other Requirements)

work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field where they are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may encounter potentially dangerous conditions involving aggressive animals and people. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work various shifts, including early mornings and evenings to accommodate projects and/or respond to emergencies.