

SUPERVISING CODE ENFORCEMENT OFFICER

DEFINITION & DISTINGUISHING CHARACTERISTICS

Definition:

Under general supervision, plans, organizes, coordinates, and supervises the activities and staff of the Code Enforcement Unit of the Community Development Agency; enforces State and local zoning and building codes through research, investigation, inspection and follow up activities, including administrative citation issuance and hearing or court appearance; communicates with the public regarding code compliance and enforcement.

Distinguishing Characteristics:

This is the first full supervisory level in the Code Enforcement Officer series, responsible for planning, organizing, supervising, reviewing and, evaluating the work of code enforcement staff. The incumbent is responsible for overseeing a wide range of code enforcement activities requiring comprehensive knowledge of various and interrelated codes, policies, procedures and goals. The work also includes the performance of the most difficult, complex, sensitive and/or highly technical assignments related to the code enforcement function. This class is distinguished from the Code Enforcement Officer II by the incumbent's higher level responsibility for program coordination and the supervision of assigned staff.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Plans, organizes, schedules, supervises, reviews and evaluates the work of assigned code enforcement; trains staff in work procedures; coordinates training.
- Participates in the hiring of assigned staff, recommending selection for management approval.
- Evaluates employee performance, counsels employees and effectively recommends initial disciplinary action and other personnel decisions.
- Serves as a staff resource and liaison regarding program policies, procedures and practices; researches and resolves the more complex problems that arise in the work unit.
- Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepare various reports on operations and activities.
- Works with management to evaluate new work requirements and assists in developing and implementing new or revised work procedures.
- Responds to public inquiries regarding a variety of complaints, by phone, email, letter, or walk in visits; refers complaints to other departments or agencies, as appropriate.
- Receives and responds to complaints regarding substandard dwellings or structures, zoning violations, signage, debris, unsanitary conditions in dwellings, overgrown vegetation, home occupations, animal zoning issues and other zoning and code

violations; issues stop work notices and infractions for non-compliance; requests issuance of misdemeanor citations by law enforcement as required.

- Performs inspections and abatement of hazardous items in dwellings, vacant lots and other premises.
- Contacts complainants, occupants, and property owners and schedules and conducts on-site inspections; interprets codes and regulations and explains inspection procedures and regulations to involved parties.
- Photographs and documents evidence of violations during site inspections; interviews owners and/or occupants regarding violations.
- Monitors compliance activities and conducts follow-up and final inspections.
- Prepares, updates, and maintains required code enforcement site inspection records, documents, and files.
- Testifies in criminal and civil court, administrative hearings, public meetings, and depositions by subpoena as a County representative; and conducts follow-up once legal activities have been initiated.
- Confers with other County and State agencies and on disposition of a variety of complaints and code violations.
- Prepares a variety of periodic and specialized reports related to code enforcement inspections and activities.
- Builds and maintains positive working relationships with co-workers, other County employees and the public using principles of good customer service.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs related work as assigned.

MINIMUM QUALIFICATIONS

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.

Experience:

Three (3) years of experience in code enforcement or combination building inspection at a level equivalent to the County's classes of Code Compliance Officer II or Building Inspector III. Lead or supervisory experience is highly desirable.

Other Requirements:

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 and Firearms 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:

- Supervisory principles and practices, including work planning, scheduling, review and evaluation and employee training and discipline.
- 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.
- Budgetary principles and terminology.
- Correct oral and written business English usage.
- Arithmetic and basic mathematical calculations.

Skill in:

- Training others in work procedures.
- Interpreting, applying rules, and explaining policies and procedures.
- Performing complex and difficult code enforcement assignments.
- Operating a variety of general office equipment.

Ability to:

- Plan, assign, supervise, review and evaluate the work of others.
- Organize and prioritize work, meet critical time dead-lines and follow up on assignments with a minimum of supervision.
- Perform investigations and inspections of a difficult and complex nature.
- Prepare evidence and files on difficult and complex enforcement cases for hearing or court testimony.
- Explain complex zoning, building, and related codes and regulations to employees and the public.
- Solve problems and recommend solutions.
- Investigate multiple inquiries and complaints and conduct multiple 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
- 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 and on-call.

Physical:

Must possess mobility to work in the field and in a standard office setting and use standard office equipment, including a computer, 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 hearing and speech to communicate in person 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 equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 50 pounds.

HISTORY

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