

CODE ENFORCEMENT OFFICER I/II

DEFINITION & DISTINGUISHING CHARACTERISTICS

Definition:

Under general supervision, 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:

Code Enforcement Officer I is the entry-level 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.

Code Enforcement Officer II is the journey level class of 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 class is distinguished from Supervising Code Enforcement Officer in that the latter oversees the day to day operations of the unit, provides supervision, training and work review to Code Enforcement staff, and handles more complex inspections or code enforcement cases and projects.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Receives and responds to complaints regarding substandard dwellings or structures, zoning violations, signage, debris, unsanitary conditions in dwellings, overgrown vegetation, home occupations, and other zoning and code violations.
- Conducts field investigations of possible violations of County codes and issues citations for non-compliance.
- Performs abatement of hazardous items on vacant lots and other premises.
- Contacts property owners and schedules and conducts on-site inspections; interprets codes and regulations and explains inspection procedures and regulations to involved parties.
- 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 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 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.

Code Enforcement Officer I:

Education:

The educational equivalent to an Associate of Science degree in Building Inspection Technology.

-or-

Experience:

Two (2) years of building inspection experience at a level equivalent to the County's class of Building Inspector I

Code Enforcement Officer II:

Experience:

In addition to the above:

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

Other Requirements:

Code Enforcement Officer I

Must possess and maintain a valid driver's license. Must possess and maintain either an I.C.B.O. Building Inspection Certificate or I.C.C. Building Inspector certificate. Must possess or obtain certification as a Code Enforcement Officer by an accepted state or national Code Enforcement organization AND a Certificate of Completion of Penal Code § 832 Course in Arrest and Firearms issued by California Commission on Peace Officer Standards and Training within six (6) months 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 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:

- 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 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

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

Created: JUN 1990

Revised: AUG 2013 – HRD (revision and re-titled)