



SUPERVISING CODE ENFORCEMENT OFFICER

DEFINITION & DISTINGUISHING CHARACTERISTICS

Definition:

Under general supervision~~direction~~, plans, ~~organizes, coordinates, schedules, assigns,~~ and supervises the ~~activities and work of code enforcement staff~~ of within the ~~Code Enforcement Unit of the Community Development Agency~~Planning and Building Department; enforces ~~State~~state and local zoning and building codes through research, investigation, inspection, and follow up activities, including administrative citation issuance and hearing or court ~~appearance~~appearances; assists with or performs complex code enforcement duties; communicates with the public regarding code compliance and enforcement; and performs related duties as assigned.

Distinguishing Characteristics:

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises immediate and general supervision over technical staff.

CLASS CHARACTERISTICS

This is the ~~first~~ full supervisory ~~level~~ classification in the Code Enforcement ~~Officer~~class series; Incumbents are responsible for planning, organizing, supervising, reviewing, and; evaluating the work of code enforcement staff. ~~The incumbent is responsible for, and~~ 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~~ Responsibilities include performing 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~~ Performance of the work requires the use of considerable independence, initiative, and ~~the supervision of assigned staff.~~ discretion within established guidelines.

EXAMPLES OF ESSENTIAL TYPICAL JOB FUNCTIONS (Illustrative Only)

- Selects and supervises staff, provides training and development opportunities, ensures work is performed effectively in connection code enforcement duties; and evaluates performance in an objective and positive manner.
- ◆ Plans, organizes, schedules assigns, supervises, and reviews and evaluates the work of assigned code enforcement; ~~trains staff in work procedures; coordinates training staff.~~
- Participates ~~Trains~~ staff in work and safety procedures, and in the ~~hiring~~ operation and use of ~~assigned staff, recommending selection~~ equipment; implements training procedures and standards.

- Responds to high priority calls from County agencies; researches parcel information, aerial photos, assessor records, building records, and other County documentation for management approval code violations.
- Performs abatement of hazardous items in dwellings, on vacant lots, and other premises.
- Conducts complex field investigations/inspections of possible violations of county codes; observes and analyzes the violations and issues citations for non-compliance.
- ➤ Assists in the development and implementation of departmental goals, objectives, policies, procedures, and work standards.
- ~~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 selection and promotion.~~
- ~~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; refers complaints to other departments or agencies, as appropriate.
- ~~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.~~
- Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities.
- 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.
- ➤ Monitors compliance activities and ~~conducts~~ensures follow-up and final inspections- are completed.
- ➤ 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~~ Confers with ~~co-workers,~~ other agencies and County employees and the public using principles ~~departments on disposition of good customer service.~~
- ~~Attendance and punctuality that is observant~~ a variety of ~~scheduled hours on a regular basis~~ complaints and code violations.
- Performs related ~~work~~ duties 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

- Principles and practices ~~of employee supervision,~~ including work planning, ~~scheduling,~~ assignment review and evaluation, ~~discipline,~~ and ~~employee~~ the training ~~and discipline.~~ ~~of staff in work procedures.~~
- Principles and practices of ~~leadership.~~
- ~~Advanced principles and practices of~~ code enforcement and land use designation ~~and regulation.~~
- ~~State~~ Advanced principles and methods of investigation utilized in code enforcement inspections.
- ~~Applicable, federal, state,~~ and local codes and regulations pertaining to building, housing, and zoning.
- Policies, procedures, and terminology related to ~~the department~~ code enforcement.
- ~~Building codes and~~ function ~~ordinances of El Dorado County.~~
- ~~General principles of risk management related to~~ ~~which~~ the functions of the assigned ~~area.~~
- ~~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~~ 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.~~
- 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 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:

- ~~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.~~
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- ➤ Perform investigations and inspections of a difficult and complex nature.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written material.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Obtain information through interviews and dialogue.
- ➤ 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.~~
- Departmental methods, practices, and procedures.
- 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 ~~and~~, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

~~ENVIRONMENTAL CONDITIONS/PHYSICAL DEMANDS~~

Three (3) years of experience in code enforcement or combination building inspection at a level equivalent to the County's class of Code Enforcement Officer II.

One (1) year of lead or supervisory experience is preferred.

Licenses and Certifications:

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.
- A valid I.C.C. Building Inspector certificate is required within six (6) months of hire. The certificate must be maintained.
- A certificate of Beginning Module Code Enforcement Officer training by an accepted state or national Code Enforcement organization is required within six (6) months of hire. The certificate must be maintained.
- A certificate of Intermediate Module Code Enforcement Officer training is required within twelve (12) months of hire. The certificate must be maintained.

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 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

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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.