

**CODE ENFORCEMENT OFFICER I/II**

DEFINITION

Under general supervision, performs field inspections, conducts investigations and office work necessary for the interpretation and enforcement of County and State codes, ordinances, and regulations governing building, planning, zoning, housing, public nuisances, health and safety, and other violations.

DISTINGUISHING CHARACTERISTICS

This is a journey level classification in the Code Enforcement series. Incumbents perform the full scope of complex and technical code enforcement duties in the office and in the field. This position requires working knowledge of land-use, zoning, housing, environmental health and building regulations, and professional investigation procedures, including the policies and procedures of the Agency's Code Enforcement Program. This class is distinguished from the Building Inspection classes in that the latter are responsible for enforcing the California Building Codes related to construction whereas the Code Enforcement Officer primarily enforces state and local land-use, zoning, housing, health and safety, and other related codes and ordinances, and may also perform the duties of the Building Inspector classification as needed. The Code Enforcement Officer II differs from that of the Code Enforcement Officer I in that the former performs under minimal supervision.

SUPERVISION RECEIVED AND EXERCISED

Receives lead supervision from the Chief Building Official/Planning & Public Works Agency Deputy Director, may receive some supervision from the Senior Building Inspector.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

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Implements, maintains and monitors the County Code Enforcement Program.

Receives and responds to complaints regarding zoning and land use violations, debris and junk, solid waste nuisances, abandoned, or inoperative vehicles, weeds illegal occupancy, substandard buildings, building occupancy, and other code violations.

Confers with and provides information to developers, property owners and others regarding code requirements, county policies and procedures wherever possible, maintains close verbal and/or written contact resending progress with the case.

Interacts with the general public in a positive manner to explain and gain compliance with applicable codes in a tactful and timely manner. Notifies responsible parties of violations; explains how violations can be brought into compliance with applicable codes.

Documents and maintains accurate records of inspections, actions taken and regulatory efforts; prepares written reports, correspondence and cost reimbursement requests.

Prepares legal documents and evidence, and testifies in court or administrative hearings as necessary; prepares comprehensive reports, documents, photographs and background data to substantiate violations.

Conducts field inspections to determine if violation(s) exists; documents violation(s) and gathers evidence by taking notes and photographing conditions of code violation(s); takes statements of complainants, witnesses and suspect.

Maintains a variety of logs and records related to inspection and enforcement activities; prepares recommendations for amendments and additions to codes or regulations which relate to the Code Enforcement program.

Assists in preparing and presenting cases at nuisance abatement hearings, cost assessment hearings and appeal hearings.

Coordinates efforts with law enforcement, planning, building, county health, county counsel, and other staff or agencies, as needed.

Issues stop work orders, warning notices, correction notices, makes findings based on evidence of the case, and records notices of non-compliance as necessary.

Inspects industrial, commercial and residential buildings during various stages of construction and remodeling to ensure compliance with applicable codes and regulations of County, state and federal agencies as assigned.

Maintains detailed records and prepares required reports.

Performs general office/administrative work as necessary, including typing reports and correspondence, copying and filing documents, retrieving files, answering the telephone, etc.

Performs other duties as assigned.

#### QUALIFICATIONS:

##### Knowledge of:

Applicable federal, state and local laws, codes and regulations.

Working knowledge of code enforcement and investigation principles, practices and methods, and public relations techniques with an emphasis on conflict resolution and voluntary compliance.

Working knowledge of nuisance and public safety codes.

Principles and techniques of building inspection work.

Procedures for documenting inspections and evidence keeping.

Safety standards and methods of building construction for commercial, industrial and residential buildings.

Principles and practices of record keeping.

Computer applications applicable to code enforcement.

Basic planning and construction concepts.

Basic methods and techniques utilized in researching ordinances, property ownership and zoning.

Correct English usage, including spelling, grammar, punctuation, and vocabulary, and basic mathematics.

Knowledge of court and administrative hearings, legal terminology, arrest laws and rules of evidence.

Ability to:

Understand, interpret and apply pertinent laws, codes and regulations.

Apply codes and policies regarding zoning, environmental matters and other regulations to field situations.

Organize work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Ability to produce or obtain reports, graphs, charts, photographs, evidence or exhibits.

Use initiative and independent judgment within established procedures and guidelines.

Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations from plans, regulations and standard construction practices.

Read and interpret building plans, blueprints, specifications, building codes, and maps.

Advise on standard construction methods and requirements for residential, commercial and industrial buildings.

Make mathematical calculations rapidly and accurately.

Work independently in the absence of supervision.

Understand and carry out written and oral instructions.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Prepare and maintain accurate work records and reports.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of work experience performing field inspections or investigations. Any combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job. Coursework or specialized training in code enforcement or related field is desirable.

Training:

High school diploma or GED equivalent.

LICENSE OR CERTIFICATE:

Ability to obtain POST approved Penal Code 832 Arrest Course within one year of hire.

Possession of a current ICC Building Inspector certificate at the time of hire, and possession of, or ability to obtain within one year of the date of hire, an ICC combination building inspector certificate.

Possession of an appropriate, valid California driver's license.

Code Enforcement Officer	I	II
Classification Code:	3733101	3733102
Bargaining Unit:	40	40
FLSA Status:	Y	Y
Workers' Compensation Code:	9410	9410
Pay Table:	CNTY	CNTY
Range:	354	374