

CODE ENFORCEMENT OFFICER I/IIDEFINITION

Under general supervision, performs a variety of professional inspections of new and existing properties for compliance with State laws and local codes and ordinances as they relate to health, safety, and public welfare, property maintenance, zoning, land use, building and housing, vehicles and bilght control.

DISTINGUISHING CHARACTERISTICS

Code Enforcement Officer I:

Initially under close supervision, an incumbent performs routine inspections while learning pertinent State and local laws in addition to County specific codes, policies, and procedures. This class is paired with higher level staff and as experience is gained, duties become more diversified and are performed under more general supervision. This is the entry level in the Code Enforcement Officer series.

Code Enforcement Officer II:

Under general supervision, an incumbent is fully competent to independently perform diverse inspections and enforce various State and local codes, ordinance and regulations related to zoning and property usage and occupancy, property maintenance, health and nuisance violations, abandoned vehicles, housing, building and similar codes. This position requires the ability to exercise a higher level of independent judgment and discretion consistent with department policies and procedures. Successful performance of the work requires skill to explain complex rules and codes and negotiate proper mitigation or enforcement as required. This is the journey level in the Code Enforcement Officer series.

SUPERVISION RECEIVED AND EXERCISED

Receives lead supervision from the Chief Building Official and/or Planning Manager.

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.

Monitors and/or inspects new and existing residential, commercial, industrial properties and hazardous conditions to ensure compliance w ith State and local laws, policies, codes, and ordinances.

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 , as necessary.

Researches property ownership, variances, use permits and other documentation regarding the property in question.

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 and presents cases at nuisance abatement hearings, public hearings, cost assessment hearings and appeal hearings.

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, public hearings, cost assessment hearings and appeal hearings.

Coordinates efforts with law enforcement, planning, building, public health, environmental 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.

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:

Code Enforcement Officer I:

- Basic inspection principles and techniques.
- General principles and practices of Code Enforcement.
- Correct usage of the English language as it relates to business including spelling, grammar and punctuation.
 - Computer applications related to a professional working environment.
- Record keeping principals and practices.
- Business mathematics.
- Basic techniques for dealing with the public, in person or over the telephone, in a professional and courteous manner.
- Occupational hazards and standard safety practices including personal safety practices.

Code Enforcement Officer II (in addition to the above):

- Principles, practices and applicable laws, codes and regulations related to State and County vehicle abatement, zoning and land use, building and health, safety and general public welfare.
- Advanced inspection principles and techniques.
- Procedures for documenting inspections, correcting violations and carrying through on court procedures as required.
- Civil and criminal court rules and hearing procedures, public hearings and appeals related to Code Enforcement.
- Citation preparation and issuance, inspection warrant preparation and execution.
- Advanced techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
- Geographic features and locations within the area served.

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.

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:

Code Enforcement Officer I

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.

Code Enforcement Officer II

Experience:

Two years a Code Enforcement Officer I in the County of Glenn or four years 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:

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

PHYSICAL DEMANDS:

While performing the duties of this job, the employee must have the ability to perform on-site field inspections including exertion of a moderate amount of physical effort to stoop, crouch, climb and lift in the performance of duties. Must be able to perceive color, shapes and forms, and operate a motor vehicle. Requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry and/or the use of general office machinery. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 30 pounds, as necessary to perform job functions.

WORKING CONDITIONS:

Performs work in and around residential, industrial, and rural areas with exposure to aggressive and/or ill animals; and persons exhibiting signs of distress, hostility, anxiety, frustration or irritation. Worker may be subject to uncomfortable working conditions including exposure to heat or cold, dust, noise, unusual heights, wet conditions, confined spaces, hazardous materials, electrical currents and construction hazards.