

CLASS SPECIFICATION

Yuba County

August 2005

CLASS TITLE: Code Enforcement Officer

FLSA STATUS: Non-exempt

JOB SUMMARY:

Learns and performs a variety of professional commercial, industrial and residential inspection of new and existing properties for compliance with zoning and related building and housing codes and regulations; performs related work as assigned.

CLASS CHARACTERISTICS:

This class enforces various state and local codes, ordinances and regulations related to zoning and property usage and occupancy, property maintenance, health and nuisance violations, abandoned vehicles, housing, building and similar codes. Successful performance of the work requires skill to explain complex rules and codes and negotiating proper mitigation or enforcement as required. This class is distinguished from the Building Inspection classes in that the latter are responsible for inspecting Uniform Building Codes in areas of assignment whereas the Code Enforcement Officers primarily inspect and enforce state and local zoning and related codes and ordinances.

EXAMPLES OF DUTIES:

Essential:

- Receives and responds to complaints regarding zoning violations, debris, solid waste, abandoned, or inoperative vehicles, weeds illegal occupancy, substandard buildings and other County code violations.
- Researches property ownership, variances, use permits and other documentation regarding the property in question; contacts property owners and schedules on-site inspections.
- Confers with and provides information to developers, property owners and others regarding code requirements and alternatives and County policies and procedures wherever possible, resolves complaints and problems; maintains close verbal and written contact re progress with the complainants.
- Performs abatement of hazardous or public nuisance circumstances; issues citations or notices of violations for non-compliance, including requested remedial action, time limits and permits required.
- Interprets codes and regulations and explains permit programs and compliance conditions.
- Coordinates assigned code enforcement work with that of building inspection and fire prevention inspection and other County and local agency staff.
- Prepares and presents cases at nuisance abatement hearings, cost assessment hearings and appeal hearings.
- Documents and maintains accurate records of inspections, actions taken and regulatory efforts; prepares written reports, correspondence and cost reimbursement requests.
- Coordinates nuisance abatements of buildings, facilities and vehicles; obtains bids for required work and oversees contract or owner work performed to completion.

Important:

- Uses a variety of standard office equipment in the course of the work; drives a personal or County motor vehicle to inspect sites and attend meetings.
- Performs data entry and report generation using standard office software; provides various office support assistance in the department.

QUALIFICATIONS:

Knowledge of:

Principles, practices codes and regulations related to State and County zoning, building use and health and safety codes and regulations.
Inspection principles and techniques.
Procedures for documenting inspections, correcting violations and carrying through on court procedures as required.
Court rules and hearing procedures related to code enforcement.
Computer applications related to the work.
Business mathematics.
Standard office practices and procedures, including filing and the operation of standard office equipment.
Record keeping principles and practices.
Correct business English, including spelling, grammar and punctuation.

Skill in:

Interpreting and applying appropriate codes and regulations.
Explaining codes, regulations and procedures to property owners, residents and the public.
Using initiative and independent judgment within established procedural guidelines.
Handling effectively the most complex and sensitive zoning and related violation inspections and negotiating effective mitigation solutions.
Using initiative and independent judgment with code, policy and procedural guidelines.
Preparing clear and concise reports, correspondence and other written materials.
Organizing and prioritizing work and meeting critical deadlines.
Maintaining accurate records and files.
Working successfully 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.

Ability/Physical Requirements:

- Mobility to work in a typical office setting, use standard office equipment and to drive a motor vehicle in order to attend meetings and inspect properties.
- Strength and stamina to inspect various residential, commercial or industrial properties or other facilities.
- Vision to read printed materials and a computer screen for prolonged periods of time.
- Hearing and speech to communicate in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Licensing and Certification:

- Possess a valid California Class C driver's license.

Background: The minimum and preferred requirements for this position are described below:

Minimum: Equivalent to completion of an AA degree (60 college level units) with major course work in business, criminal or civil law, business and/or public administration, construction, engineering, planning or related courses and three years of experience working with the public on related technical subjects involving codes, zoning, building, health and safety rules and regulations.

Preferred: Equivalent to completion of an AA degree (60) college level units) with major coursework in business, criminal or civil law, business and/or public administration, construction, engineer, planning or related courses and up to four years of progressively related experience in a public agency setting.

This Class Specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.