

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Code Enforcement Officer I/II
ALLOCATION: Community Development Services Agency
FLSA STATUS: Non-Exempt
UNION AFFILIATION: YCEA

ESTABLISHED: September 2007
REVISED: December 2014

JOB SUMMARY:

Learns and performs a variety of professional inspections of new and existing properties for compliance with State and local codes as they relate to health, safety and public welfare, property maintenance, zoning and land use, building and housing, vehicles and blight control; and performs related work as assigned. Positions in this class are flexibly staffed and are normally filled by advancement from the I level if incumbents have met the minimum qualifications and have demonstrated the ability to perform the responsibilities required at the higher performance level.

Code Enforcement Officer I: Initially under close supervision, an incumbent performs routine inspections while learning pertinent State and local laws in addition to County and Division specific 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.

CLASS CHARACTERISTICS:

This position reports directly to Supervising Building Official. This class is distinguished from the Building Inspector I/II in that the latter performs inspections of professional work on new construction related to code compliance.

EXAMPLES OF DUTIES:

Essential:

- Monitors and/or inspects new and existing residential, commercial, industrial properties and hazardous conditions to ensure compliance with State and municipal laws, codes and ordinances.
- Receives and responds to complaints regarding zoning violations, debris, solid waste, abandoned or inoperative vehicles, weeds, illegal occupancy, substandard buildings and other State and County Code violations.
- Researches property ownership, variances, use permits and other documentation regarding the property in question; conducts field investigations to verify facts regarding potential violations; contacts property owners and schedules on-site inspections and gathers legally acceptable information related to violations.
- Confers with and provides information to developers, property owners and others regarding code requirements and alternatives on County policies and procedures and whenever possible, resolves complaints and problems.
- Conducts follow-up activities to monitor and ensure compliance and maintains close verbal and written contact regarding progress with the complainants.
- Interprets codes and regulations and explains permit programs and compliance conditions.
- Manages assigned caseload; updates and maintains automated and manual investigations records; maintains accurate records of inspections, actions taken and regulatory efforts; prepares written reports, correspondence and cost reimbursement requests.
- Works with legal staff regarding enforcement proceedings, prepares legal actions and testifies in court as required.
- Prepares and presents cases at nuisance abatement hearings, public hearings cost assessment hearings and appeal hearings.

- Coordinates nuisance abatements of buildings, facilities and vehicles; obtains bids for required work and oversees contract or owner work performed to completion.
- Prepares a variety of written materials, including inspection requests, notice of violations, notice and orders, citations, inspection warrants, correspondence, reports and educational materials and assists lower level staff on the same.
- Coordinates assigned code enforcement work with that of Building, Environmental Health, and Planning Divisions, Fire, Law Enforcement, other County and local agency staff as well as State agencies.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Perform data entry and report generation using standard office software; provide various office support assistance in the department.
- Drive a motor vehicle to attend meetings and conduct field inspections at various site locations.

EMPLOYMENT STANDARDS:

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.

Skill in:

Code Enforcement Officer I:

- Learning to effectively document inspections and follow through in code violation procedures.
- Reading and interpreting applicable laws, codes and regulations related to the work.
- Understanding and following oral and written direction.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing and prioritizing work and meeting critical deadlines.
- Researching, compiling and collecting data.
- Preparing clear and concise technical reports, correspondence and other written materials.
- Preparing and accurately maintaining a variety of correspondence, logs, records and files.
- Effectively communicating and working with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.
- Working in potentially confrontational settings and use accepted and appropriate techniques to ensure officer safety.
- Inspecting and identifying violations of applicable codes and ordinances.

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

- Independently perform routine and diverse investigations, prepare evidence and files on difficult

enforcement cases for court presentation and testimony.

- Understanding, interpreting and applying appropriate codes and regulations and complex requirements.
- Explaining codes, regulations and procedures to property owners, residents and the public.
- Handling effectively complex and sensitive violations and negotiating effective mitigation solutions.
- Reading and interpreting legal documents and descriptions.
- Reading maps.
- Using initiative and independent judgment with code, policy and procedural guidelines.

Ability to:

Code Enforcement Officer I:

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Communicate clearly and concisely, both orally and in writing.
- Enforce pertinent codes, ordinances, laws and regulations with impartiality and efficiency.
- Defuse and react appropriately to potentially dangerous and confrontational encounters with the public.
- Respond to inquiries, complaints and requests for service in a timely and tactful manner.
- Represent the County in a professional manner and deal effectively with the public to gain their cooperation in resolving problems and concerns.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Operate and use modern office equipment including a computer and various software programs.

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

- Make oral presentations and testify in court.
- Work independently in the absence of supervision.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group III) which will measure the ability to:

- See in the normal visual range with or without correction; speak well enough and hear in the normal audio range with or without correction, to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to continuously sit or walk for prolonged periods of time.
- 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.
- Occasional bending, stooping, squatting, climbing, reaching above and at shoulder level, kneeling, pushing/pulling, and twisting at waist.
- Strength and mobility to lift and/or maneuver up to 50 pounds.

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

Work Environment:

- Work is performed both in the office and in the field at various residential, commercial and public buildings, as well as vacant land.
- Work with exposure to potentially hazardous chemicals, uneven footing, inclement weather, temperature extremes, or other potentially dangerous conditions.
- Exposure to loud noises at industrial sites; potential hazards at various construction sites; hazards of electrical wiring; fumes and odors of gases and exhaust; dust of households, storage spaces; animal and human waste; toxic chemicals and hazardous waste; dissatisfied and potentially hostile individuals.
- May be required to work extended hours, weekends, holidays, evenings or irregular work shifts.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- Successful completion of P.O.S.T. 832 P.C. course within nine months of hire.
- Possession of, or ability to obtain within one year of appointment, or as soon as possible depending on exam availability and no later than advancing to the II level, certification as a Code Enforcement Officer issued by the California Association of Code Enforcement Officers (CACEO) or similar certification as determined by the appointing authority.
- Maintain professional development and continuing education activities for valid certification as required by position.
- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

CODE ENFORCEMENT OFFICER I:

MINIMUM: Equivalent to completion of two years of college (60 semester units) from an accredited college with major coursework in business, civil or criminal law, public/business administration or a closely related field and one year of experience performing inspections or investigations involving the evaluation and enforcement of laws, codes or ordinances related to building, zoning and health and safety rules and regulations. *Candidates with strong experience who lack the education are encouraged to apply.*

PREFERRED: In addition to the minimum, possession of the CACEO Basic Module or similar certification and up to three additional years of related experience performing inspections or investigations involving the evaluation and enforcement of laws, codes or ordinances related to building, zoning and health and safety rules and regulations.

CODE ENFORCEMENT OFFICER II:

MINIMUM: In addition to the minimum requirements for Code Enforcement Officer I, two years of experience equivalent to the County's class of Code Enforcement Officer I **OR** three additional years of related experience performing inspections or investigations involving the evaluation and enforcement of laws, codes or ordinances; **AND** possession of at least one of the following certifications: CACEO Basic Module, or similar a certification as determined by the appointing authority. *Candidates with strong experience who lack the education are encouraged to apply.*

PREFERRED: In addition to the minimum, possession of the CACEO Intermediate Module or current International Code Council (ICC) certification (i.e. Combination Building Inspector, Property Maintenance and Housing Inspector, Zoning Inspector)

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.

Department Approval:
Date:

EEOC: C
WC: 9410

Human Resources Approval: Cindy Clark
Date:

Signature: _____

Signature: _____