

CLASS SPECIFICATION

Yuba County

September 2007

CLASS TITLE: Code Enforcement Officer I/II

FLSA STATUS: Non-Exempt

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; performs related work as assigned.

CLASS CHARACTERISTICS:

Code Enforcement Officer I is the entry level class in this technical series. Initially under close supervision, incumbents perform 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 class is alternately staffed with Code Enforcement Officer II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meets the qualifications of the higher level class.

Code Enforcement Officer II is the journey level class in this series, fully competent to independently perform diverse inspections and enforce 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. 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.

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.

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

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

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 directions
Using initiative and independent judgment within established procedural guidelines.
Organizing and prioritizing work and meeting critical deadlines.
Preparing clear and concise reports, correspondence and other written materials
Effectively communicating and working with a variety of individuals from various socio-economic ethnic and cultural backgrounds, in person and over the telephone, often where relations may be strained or confrontational.

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
Interpreting and applying appropriate codes and regulations and complex requirements.
Explaining codes, regulations and procedures to property owners, residents and the public.
Using initiative and independent judgment within established procedural guidelines.
Handling effectively complex and sensitive violations 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.
Dealing 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 Demands:

- 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:

- Possession of one of the following certifications: California Association of Code Enforcement Officer I (Basic Module); California Association of Code Enforcement Officer II (Basic and Intermediate Module); International Code Council (ICC) Certificates for Combination Building Inspector; Property Maintenance and Housing Inspector; Zoning Inspector or similar certificates as determined by the Agency Director is required prior to promoting to the Code Enforcement Officer II level.
- Must possess a valid driver's license.
- Maintain professional development and continuing education activities for valid certification as required by position.

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

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 technical 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 degree are encouraged to apply. Additional upper division coursework may be substituted for the experience on a year for year basis.

PREFERRED: In addition to the minimum qualifications, 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: California Association of Code Enforcement Officer I (Basic Module); Code Enforcement Officer II (Basic and Intermediate Module); International Code Council (ICC) Certificates for Combination Building Inspector; Property Maintenance and Housing Inspector; Zoning Inspector or similar certificates as determined by the Agency Director.

Candidates with strong experience who lack the degree are encouraged to apply. Additional upper division coursework may be substituted for the experience on a year for year basis.

PREFERRED: In addition to the minimum requirements for Code Enforcement Officer II, up to two years of years of additional experience at a level equivalent to Code Enforcement Officer II.

This class specification lists the major duties and requirements of the job. Incumbent(s) may be expected to perform job-related duties other than those contained in this document.