

CITY OF SALINAS

SENIOR CODE ENFORCEMENT OFFICER

**BARGAINING UNIT/CLASS CODE:
AMPS/M12**

DEFINITION

Under general supervision, performs the most complex enforcement of land use ordinances, zoning, housing and dangerous building codes and other related code provisions; performs a variety of field and office work in support of the City's Code Compliance Program; issues criminal and civil citations; obtains and executes inspection warrants, may present reports and/or recommendations to the City Council and frequently appears in courts of law; writes a variety of inspection reports and makes compliance recommendations to the Inspection Services Manager. To serve as supervisor of code enforcement personnel; and performs other work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced supervisory level class in the Code Enforcement Officer series. Incumbents of this class perform the most complex on-site inspections and investigations in code enforcement work requiring the use of considerable independent judgment and initiative with minimum supervision. The Senior Code Enforcement Officer is expected to assume responsibility for inspection scheduling, coordinating inspections activities with other departments and providing training to code enforcement staff.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Inspection Services Manager. Exercises technical and functional supervision of the Code Enforcement Division.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Schedules and performs the most difficult field inspections and related office duties ensuring compliance with the city's land use, housing, zoning, abatement, dangerous buildings and building codes and related codes and ordinances. Supervise, train, and evaluate code enforcement personnel. Recommend the selection, promotion and discipline of code enforcement employees. Schedule daily inspections assigning work to code enforcement personnel depending on qualifications, experience and expertise. Prepares and manages budget requests for the Code Enforcement Division, including yearly budget planning. Interpret codes and ordinances and respond to a variety of questions and complaints from engineers, architects, contractors, building owners and the public relative to code enforcement requirements. Inspects existing commercial and residential buildings for compliance with the minimum code provisions of the Uniform Housing Code or the Uniform Code for the Abatement of Dangerous Buildings and prepares appropriate abatement actions to gain compliance. Prepares employee performance reports for recommendation and personnel actions. Assists in resolving field disputes, problems or complaints involving code enforcement staff and the public. Oversees the work of contract inspectors. Verifies staff performance by performing field audits of work. Performs field surveys, and investigates complaints of possible code and ordinance violations. Contacts property and business owners to schedule and conduct on-site inspections. Advises violators of ordinance requirements and seeks to gain voluntary compliance. Takes photographs and gathers all pertinent facts from the parties involved. Issues notices of violations and, when necessary, citations. Maintains records of inspections and enforcement efforts; prepares required documentation for legal actions. Testifies in court proceedings regarding code violations; performs follow-up actions as needed to ensure compliance. Confers with related agencies and city departments on disposition of complaints and code violations. Prepares detailed and specialized reports and correspondence related to code enforcement inspections; violations, and other activities. Provides the public with information regarding land use, zoning, building, and housing code regulations. Maintain statistical information and prepare reports relating to code violations, number of inspections performed, and number and status of cases. Promote and maintain safety in the work place. Perform related duties as assigned.

CITY OF SALINAS
SENIOR CODE ENFORCEMENT OFFICER (continued)

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines and related equipment; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, climb stairs, and to walk on uneven surfaces; physical strength to lift a occasionally up to 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

A combination of outdoor work inspecting construction sites and a business office environment. In the office, subject to sitting at a desk completing reports, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. On the job site, walking and standing for long periods of time, work in all types of weather environments, carry and climb ladders, occasionally crawl beneath projects to perform inspections.

QUALIFICATIONS

Knowledge of:

Effective analytical and interviewing techniques. Principles and practices of resource management or environmental studies or land use planning. The Uniform Housing and Dangerous Building Codes and applicable State law regarding the abatement of substandard and dangerous buildings and work without permits. Advanced technical report writing skills. Advanced citation issuance procedures. Advanced courtroom presentation techniques. Advanced public relations and conflict resolution skills. Personal safety practices. Operation of personal computers with proficiency using word processing, spread sheet and data base programs.

Ability to:

Effectively monitor and maintain a high level of inspector performance in the Code Enforcement Division. Effectively supervise, train and evaluate assigned personnel. Exercise good judgment with tact and diplomacy. Read, interpret, and understand the various codes and ordinances relating to code enforcement work. Effectively interpret and understand applicable city permit requirements, state building and zoning ordinances and regulations. Conduct comprehensive investigations and maintains accurate records of findings. Prepare clear, concise and accurate correspondence and reports. Effectively communicate report findings before the City Council and courts of law. Effectively advise property owners and general public on compliance with codes. Establish and maintain effective working relationships with property owners, developers, the general public and co-workers. Promote the mission, values and standards of an effective public organization, particularly in the area of customer service. Principles and practices of management and supervision, including techniques of personnel administration. Federal, State and local laws, statutes, codes and ordinances relating to commercial, industrial, and residential substandard and dangerous building violations. Principles and practices of code enforcement work. Advanced report writing techniques.

License or Certificate:

Possession of a valid California driver's license, P.O.S.T. approved Penal Code 832 certification and certification as a Code Enforcement Officer from California Association of Code Enforcement Officers (CACEO), International Code Council (ICC), American Association of Code Enforcement Officials (AAACE), California Code Enforcement Corporation (CCEC), Southern California Association of Code Enforcement Officials (SCACEO) or similar certification approved by the California Association of Code Enforcement Officers. Certification as a Property Maintenance and Housing Inspector by the International Code Council (ICC) is required within one year from date of hire. All certifications must be maintained during term of employment.

CITY OF SALINAS
SENIOR CODE ENFORCEMENT OFFICER (continued)

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities, required to perform the duties would be any combination equivalent to completion of high school/GED supplemented by two years of course work leading to a certificate of proficiency in code enforcement or building inspection technology and four (4) years experience with a public agency of increasingly responsible experience in supervision and performing code enforcement, building, public safety, housing or related code enforcement, inspection, or abatement work. Work experience may be substituted for college courses on a one-for-one year basis, up to a maximum of one year.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 5-00, REV: 06/06