

SENIOR CODE ENFORCEMENT OFFICER
Salary Range: 32 (Public Service Employees)

DEFINITION

Under general supervision, organizes, plans, prioritizes, assigns, and reviews the work of assigned personnel engaged in code enforcement operations; trains, provides direction, and/or supervises assigned code enforcement staff; handles the most complex and sensitive code enforcement activities; identifies, investigates, and seeks correction of violations of the City's municipal, building, zoning, occupancy, signage and housing codes, and State and City Health and Safety Codes and Ordinances; performs field inspections; investigates citizen complaints of public nuisances and quality of life issues; seeks voluntary compliance or issues citations and initiates abatement procedures; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level class in the code enforcement series. Responsibilities include the authority to cite violators and initiate court proceedings for compliance. This includes property maintenance, zoning, abandoned vehicles, weed abatement, signs, and some code compliance of the current building, fire, and property maintenance codes. This class is distinguished from the Code Enforcement Officer in that the former is responsible for directing and/or supervising the work of code enforcement staff while personally performing the more complex and responsible code enforcement activities. Incumbents operate with considerable autonomy and are expected to perform duties and make decisions with a high degree of independence. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Incumbents receive general supervision from the Director of Community Development or designee, and provide direction and supervision to assigned staff.

ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES

Duties may include, but are not limited to the following:

- Organize, plan, prioritize, assign, and review the work of assigned personnel engaged in code enforcement operations.
- Establish schedules for code inspection activities ensuring work is completed in a timely and efficient manner.
- Provide or coordinate staff training; work with employees to correct deficiencies; confer with and provide guidance to code enforcement staff regarding difficult inspection issues, code interpretations, and enforcement procedures.
- Handle the most complex and sensitive code enforcement activities.
- Receive, record, and investigate complaints from the public and staff regarding violations of municipal codes, ordinances, standards, and health and safety regulations; document violations by securing photographs and other pertinent data; research ownership records, prior complaints, municipal codes and ordinances, and state regulations to establish whether a violation has occurred.

- Initiate contact with residents, business representatives and other parties to explain the nature of incurred violations and to encourage compliance with municipal codes, ordinances, and community standards; initiate abatement of dangerous properties and vector control issues of vacant properties; provide confirmation to public by telephone and in person regarding code regulations.
- Prepare notices of violation and write citations according to applicable codes and regulations; issue letters to property owners notifying them of violations; affixes notices of violation on properties to abate fire and public safety hazards and public nuisances.
- Meet with city staff from other departments and legal counsel regarding complaints; coordinate activities with other departments.
- Liaison on homelessness; coordinates the cleanup of homeless camps with internal Departments and outside agencies; may physically participate in the cleanup.
- Coordinate and conduct follow-up abatement procedures including the preparation of additional correspondence, site visits, and communication with property owners and attorneys; conduct follow-up investigations to ensure compliance with applicable codes and ordinances; prepare non-compliance cases for legal action; present testimony at nuisance abatement hearings.
- Initiate criminal and civil complaints in conjunction with the City Attorney's office when necessary.
- Establish and maintain accurate and complete case files; prepare documents and evidence for court proceedings; testify in hearings and court proceedings as required.
- Make drive-by or on-site inspections of residential, industrial, and/or commercial areas; note possible violations at other property sites during the course of field investigations.
- Provide information to violators, the general public, business community and other government agencies regarding codes, laws and ordinances; respond to questions, complaints and inquiries.
- Maintain files and records related to citations and violations; prepare a variety of written reports, memoranda and correspondence.
- Conduct special studies, surveys and technical analysis of Department and City operations; may prepare administrative reports as assigned.
- Plan interdivisional training on documentation and information collection practices.
- Conduct field review as necessary to assess all pertinent issues of the assigned project.
- Input and retrieve a variety of information using a variety of computer programs.
- May provide follow-up and regulation inspection of projects under construction to ensure compliance with the conditions of project approval.
- Testify in court proceedings.
- Conduct after hours investigations as necessary to verify violations or compliance.
- Perform other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles of supervision, training and performance evaluation.

- Principles, practices, methods and techniques of code violation investigation and compliance.
- Methods and procedures used in code compliance including citation issuance procedures, methods used to obtain various types of inspection warrants, and principles used to prepare legal documents.
- Practices for documenting inspections, correcting violations, and carrying through on court procedures.
- Basic requirements of building, planning, and zoning permit process and plans examining, and related codes, ordinances, and regulations.
- Applicable Federal, State, and local laws, codes, and regulations including administrative and departmental policies.
- Legal descriptions and boundary maps of real property and legal terminology as used in code compliance.
- Research methods, standards, techniques, and terminology related to building code compliance and the construction industry.
- Occupational hazards and standard safety practices necessary in the area of code compliance.
- Principles of record keeping and reporting.
- Operational characteristics of code compliance equipment and tools.
- Business arithmetic.
- Modern office practices, methods and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Organize, plan, prioritize, assign, and review the work of assigned personnel engaged in code enforcement operations.
- Provide technical advice to subordinate personnel in solving difficult problems or assignments
- Handle the most complex, technical, and sensitive code enforcement activities.
- Explain and interpret a variety of codes, ordinances, legal descriptions, City policies and procedures and other regulations to property owners, residents, and others.
- Interpret and apply applicable Federal, State, and local laws, codes, and regulations including, administrative and departmental policies.
- Invest code violations and respond to inquiries, complaints and requests for service in a fair, tactful and timely manner.
- Read and interpret technical written material, maps, plans, blueprints, schematics and legal descriptions.
- Understand basic methods of photography.
- Prepare, maintain and update accurate and detailed documentation of inspection findings and other written materials, records, logs, and reports.

- Analyze and compile technical information on code investigations and violations.
- Effectively represent the City in meetings with governmental and regulatory agencies, community groups, property owners, contractors, developers, business owners and the public.
- Operate a variety of tools and field-testing equipment.
- Organize work, set priorities, meet critical deadlines, and exercise sound, independent judgment within established guidelines.
- Make accurate mathematic computations.
- Maintain accurate records and files of work performed.
- Understand and carry out oral and written instructions.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with employees and those contacted in the course of the work.

Minimum Qualifications:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade supplemented by a minimum of fifteen (15) units of technical or college-level courses in law compliance, building inspection or a related field and two (2) years of experience as a Code Enforcement Officer with the City of Rocklin, or four (4) years of experience as a journey-level Code Enforcement Officer.

GENERAL QUALIFICATIONS**License Requirements:**

- A valid California Class C driver license or higher with a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Certification as a Building Inspector or Code Compliance Officer by the International Conference of Building Officials, the International Code Council, the California Association of Code Enforcement Officers, or the American Association of Code Enforcement is highly desirable.

Physical Requirements

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to inspect various City sites; vision to read printed materials and a computer screen and make inspections; color vision to inspect electrical wiring; smell to detect gas or sewage leaks; touch to determine hot and cold water fixtures; and hearing and speech to communicate in person, before groups and over the telephone. The job

involves field inspection work requiring frequent walking at inspection site areas to monitor performance and to identify problems or hazards; traversing uneven terrain, periodically standing, stooping, bending, climbing and kneeling to perform the work; finger dexterity to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment, cameras and computers; grasp tools and inspect electrical devices; occasionally bend, stoop, kneel, reach, climb, push and pull drawers open and closed to retrieve and file information; occasionally lift, move, and carry objects that typically weigh up to 40 pounds, and must be able to physically remove signs or other postings from public property.

Working Conditions

Employees work in the field and in the office, and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset members of the public in interpreting and enforcing departmental policies and procedures. Incumbent may be required to work various shifts on evenings, weekends, and holidays.

FLSA: NE

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.

Adopted: July 2019