



## Senior Code Compliance Officer

Department/Division:	Community Development/Code Enforcement
Reports To:	Director of Community Development
Provides Direction To:	Code Enforcement Officer

### GENERAL PURPOSE

Under general supervision, coordinates and participates in code enforcement and neighborhood preservation activities assigned to the Community Development Department; conducts and coordinates field inspections and implements code enforcement programs designed to provide a quality of life envisioned by the City's General Plan and its Mission statement; and performs related duties as required.

### DISTINGUISHING CHARACTERISTICS

This position is responsible for performing the most difficult inspections requiring more specialized knowledge of laws, statutes and local codes, and the ability to exercise a higher level of discretion in interpreting City standards under more unusual circumstances. This position also performs more administrative duties.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Schedules, coordinates and participates in the inspection and enforcement of a wide variety of City ordinances, codes and regulations pertaining to zoning, land use, signs, abandoned vehicles, street vendors, and related matters.
2. Conducts the more difficult and/or complex inspections and enforcement assignments regarding City ordinances including, but not limited to major land use/zoning issues, public nuisance conditions, building and safety hazards, health and sanitation problems, and business license concerns.
3. Reviews work reports, findings and other records for clarity, completeness, accuracy and conformance with City policies.

4. Issues citations or initiates public nuisance abatement procedures to obtain compliance with relevant government regulations and municipal code provisions.
5. Researches appropriate laws, codes and regulations.
6. Acts as the City's representative in connection with prosecution of violators and testifies in court as required.
7. Routes and approves reports and records to designated individuals such as the Director of Community Development, City Manager, and members of the City Council.
8. Develops, establishes, interprets, and coordinates technical code enforcement and neighborhood preservation programs for city-wide application.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

Principles, practices and trends of land use, zoning and building code enforcement; municipal code enforcement methods, techniques and practices; building, housing, health and safety code; individual rights and preservation of evidence; safe work methods and safety practices; relevant codes and regulations; leadership methods and techniques.

### **Ability to:**

Read, analyze and interpret legal information, government regulations, and municipal code standards pertaining to building, zoning and land use; organize, coordinate, and participate in the investigation of potential municipal code violations; plan, estimate, coordinate and schedule the work of others; prepare and maintain a variety of reports and records pertaining to the work; identify and implement effective courses of action to complete assigned work; coordinate work assignments with other divisions, departments and agencies; develop and implement goals, objectives, policies, procedures and work standards; exercise independent judgment and initiative within established guidelines; enforce codes with sensitivity, tact and impartiality; communicate clearly and concisely, orally and in writing; establish and maintain effective working relations with other employees and the general public; utilize word processing ; operate a motor vehicle, photographic and video equipment, and standard office equipment.

### **Education/Training/Experience:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

**Education:** Equivalent to high school graduation; completion of basic, intermediate, and advance levels of (Southern California Association of Code Enforcement Officials) S.C.A.C.E.O. certificate; completion of (Peace Officer's Standard Training) P.O.S.T. Penal Code 832 training. Two years of college-level courses in Business, Administration of Justice, Community Development or related field is desirable.

**Experience:** Five years of experience in municipal code enforcement, inspection or investigation or a related field.

### **Licenses; Certificates; Special Requirements:**

A valid Class C or Class 3 California driver's license and the ability to maintain insurability under the City's Vehicle Insurance Policy.

## **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands**

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is frequently required to walk, sit and talk or hear. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

## **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with City staff, other organizations and the public, and occasionally deal with dissatisfied or quarrelsome individuals.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee regularly works in outside weather conditions. The employee is occasionally exposed to wet or humid conditions. The noise level is occasionally loud.