



## Senior Code Enforcement Officer

### Definition

This is an advanced journey-level class in the Code Enforcement Officer Series that is assigned to the Community Development Department comprised of the Planning and Building Divisions. Under general supervision of the Assistant Director of Community Development, this position coordinates activities in the receipt, investigation, and enforcement of the municipal code and other California State codes related to building and life safety. The position will perform basic code enforcement related planning and zoning functions and other duties as assigned.

### Typical Job Functions

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

Investigate and respond to citizen complaints regarding City codes and ordinances.

Perform field inspections and investigations to determine compliance with applicable codes, laws, specifications, and conditions of approval.

Oversee and coordinate appropriate abatement actions.

Maintain a variety of records, reports, documents, correspondence, and surveys.

Partner with other City departments and regulatory agencies to assure code conformity.

Issue warning notices, notices to appear, and administrative citations.

Coordinate with the City Attorney's Office to prepare cases for legal action and court testimony.

Give presentations to various commissions/committees, community groups and businesses.

Perform inspections during special events and/or special target enforcement areas.

Assist the public at the counter by providing basic compliance related planning and zoning code information.

Confer with Planning, Building, and other staff members regarding the interpretation of City regulations and procedures on compliance cases and minor planning projects.

Process minor planning permit applications as they relate to code enforcement cases, including research, writing staff reports, and preparing case files for minor use permits, miscellaneous zoning permits, sign permits, tree removal permits, business licenses, and similar planning matters of minor complexity.

Attend Administrative Hearings and other public meetings and prepare staff reports and presentation material to support these meetings; prepare public education outreach information materials related to code enforcement functions utilizing computer and graphic programs.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service; and perform other related duties as assigned.

### **Qualifications**

#### **Knowledge of:**

Safe and efficient work practices related to field inspection and enforcement duties.

Principles of good customer service and effective communication.

Research methods and investigative techniques.

Municipal code, zoning regulations and other related regulations.

Basic business computer software applications.

#### **Ability to:**

Read, interpret and explain laws, codes, ordinances and policies.

Inspect, investigate and enforce codes and ordinances.

Prepare and present clear, concise and comprehensive verbal and written reports.

Analyze complex situations, problems and data, and use sound judgment in making decisions.

Make arithmetical computations rapidly and accurately; communicate clearly and concisely, both orally and in writing.

Work independently and schedule and coordinate own workload; on a continuous basis, sit at a desk for short periods of time.

Twist and reach office equipment.

Intermittently stand, walk, bend, kneel and squat while conducting inspections, use telephone, and write or use a keyboard to communicate through written means.

Establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Senior Code Enforcement Officer may be qualifying. A typical way of obtaining the required qualifications is to possess the equivalent of an AA degree and two years of related municipal code enforcement experience dealing with the public. A Bachelor's degree is desirable from an accredited college or university with major coursework in urban planning, architecture, construction management, environmental studies, engineering, geography, social sciences, or related field.

### **Licenses and Certifications**

Possession of, or ability to obtain, a valid California Driver's License. Within twelve months of employment, successful completion of advanced certification through the California Association of Code Enforcement Officers (CACEO) and successful completion of a certified PC 832 course.

FLSA: Non-exempt  
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