

CITY OF WASCO POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA		
Position Title: Code Compliance Officer II	Department : Code Compliance	
Reports to: Code Compliance Supervisor	FLSA Classification : Non-Exempt	
Career Ladder: Sr. Code Compliance Officer	Pay Grade:	Approval Date: 08/16/05

POSITION SUMMARY:

The fundamental reason this classification exists is to perform work of considerable difficulty as a journey-level position requiring specialized skills to secure compliance with zoning regulations and the Municipal Building codes. Work involves resolving difficult and complex conservation issues within established policy. Assignments are usually received in broad outline form and incumbents are expected to act with considerable independence in setting priorities and obtaining solutions. Employees in this class issue citations.

CLASS CHARACTERISTICS:

This is the journey-level class of the series, fully competent to perform responsible and difficult residential, hotel and motel inspections and code compliance work. Incumbents are expected to exercise independent judgment and make sound recommendations based on inspection findings. This class is distinguished from the Senior Code Compliance Officer in that the latter is the lead or specialist class providing work direction and review to assigned Code Compliance Officers and/or handling more complex inspections or code compliance cases or projects.

ESSENTIAL RESPONSIBILITIES:

Receives and responds to complaints regarding substandard dwellings or structures, zoning violations, debris, unsanitary conditions, abandoned or inoperative vehicles, overgrown vegetation, and other zoning and municipal code violations, issues notices of violation and/or administrative citations for noncompliance.

Receives and processes resale inspections and relocation of structures requests, voluntary rehabilitation, repair notices and demolition orders

Performs abatement of hazardous items on vacant lots and other premises

Contacts property owners and schedules and conducts onsite inspections; interprets codes and regulations and explains inspection procedures and regulations to involved parties

Prepares necessary violation, administrative citations and other notices which outline proper repair and correction methods, time limits, permits and all necessary remedial work required; develops cost estimates based on work to be performed and specifications

Monitors compliance activities and conducts follow-up and final inspections; prepares notices to vacate, secures structures and prepares utility disconnect letters

Prepares required documentation for all legal actions and conducts follow-up once legal activities have been initiated

Maintains records of inspections and related code compliance files

As the representative of the City, attends administrative hearings and court, prepares all documents of evidence, testifies, and presents the evidence

Confers with other agencies and City departments on disposition of a variety of complaints and code violations

Performs the annual hotel/motel code inspection

Maintains current knowledge of municipal code and other regulations and requirements involved in code compliance work

Prepares a variety of periodic and specialized reports related to code compliance inspections and activities

Performs other or related duties as assigned

MINIMUM QUALIFICATIONS:

Knowledge of – Uniform Housing Code, Code for the Abatement of Dangerous Buildings, and Municipal code pertaining to code compliance; State Health and Safety Codes; laws and ordinances regulating building construction and zoning; legal procedures, documents, affidavits, and courtroom procedures; police reports, inspection and abatement warrants, and dangerous building orders; right-of-entry; due process; collection and analyses of evidence; equipment and procedures used to research ownership of properties being investigated; State and local enactments governing building construction, use and occupancy; personal computer applications related to work

Skilled in – Investigating zoning, code, and other complaints in a timely and tactful manner; Interpreting and explaining a variety of codes, ordinances, and other regulations to the public; Utilizing computer software and other office equipment related to the work; Dealing courteously, but firmly, and communicating effectively with a variety of individuals contacted in the course of work, including resolving conflicts and problems; Preparing accurate and detailed documentation of inspection findings and other written materials; Maintaining organized and accurate records of inspections and code compliance files; Organizing work, setting priorities, and exercising sound, independent judgment within established guidelines; Presenting evidence and giving testimony to administrative hearing officers and judges.

Ability to - Handle difficult and complex conservation cases independently; issue citations; enforce and interpret regulations with firmness, tact, and impartiality; recognize a dangerous situation and react accordingly; handle volatile conservation issues with a potentially irate public in a tactful manner and reach equitable solutions; deal with confrontational situations; establish and maintain effective working relationships with contactors, architects, property owners, other agencies, general public, and people believed to be in violation of various codes; properly document conservation cases; prepare and present information in meetings and court proceedings.

Licenses and Certificates –. Possession of or ability to obtain a valid California Driver's License may be required

Physical Abilities and Work Environment – While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally 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 must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land uses and other matters. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

Other – Certificate of Completion of Arrest, Search and Seizure (Penal Code 832). Must obtain an ICBO Rehabilitation/Conservation Inspector Certificate OR Building Code Certificate OR a CCEC or SCACEO Code Compliance Officer Certificate within one year of appointment. Bilingual fluency in English and Spanish is desirable.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

Experience – Three years of experience in code compliance, building construction (electrical, plumbing, carpentry, or mechanical) at the journey-level, inspection, architecture, design, plan permitting, or related field including at least two years as a Building Inspector I or a Code Compliance Officer I.

Education - Graduation from an accredited high school or GED and successful completion of an acceptable course in Building Codes. College coursework in Architecture, Engineering, or related field may substitute for the general experience on a year-for-year basis to a maximum of two years.

ACKNOWLEDGEMENT

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

Print Name

Signature

Date