

# CITY OF WASCO

## POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA		
<b>Position Title:</b> Senior Code Compliance Officer	<b>Department :</b> Code Compliance	
<b>Reports to:</b> Public Works Director	<b>FLSA Classification :</b> Exempt	
<b>Career Ladder:</b> Supervisor	<b>Pay Grade:</b>	<b>Approval Date:</b> 08/16/05

### POSITION SUMMARY:

The fundamental reason this classification exists is to perform complex inspection and compliance of City codes, ordinances and abatement regulations; provides training, lead direction and work review for assigned Code Compliance Officers

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### CLASS CHARACTERISTICS:

This is the lead/specialist class in the Code Compliance Officer series. Incumbents perform complex investigations of complaints and handle the more difficult code compliance cases or projects, including hotel/motel inspections, and/or provide training, lead direction and work review for assigned Code Compliance Officers. Assignments are varied and allow for the exercise of considerable judgment and independence in the performance of code compliance work

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### ESSENTIAL RESPONSIBILITIES:

Assigns, coordinates and monitors the work of Code Compliance Officers, provides training in City policies, procedures and methods of code compliance; participates in the evaluation of their work

Assists in determining areas to be inspected; reviews and updates housing and other codes and assists in making interpretations and decisions concerning technical problems related to housing and other codes

Conducts skilled residential and hotel/motel inspections for prevention and/or abatement of substandard conditions or code violations

Participates in hearings before Administrative Hearing Officers and makes recommendations for appropriate remedies

Responds to complaints regarding substandard residential structures, zoning violations, debris, unsanitary conditions, abandoned or inoperative vehicles, overgrown vegetation and other zoning and municipal code violations; issues notices of violation for non-compliance

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

Performs abatement of hazardous items on various premises

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

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Prepares violation and other notices which outline 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, including inspection warrants, and conducts follow-up once legal activities have been initiated

Utilizes computer software, including code compliance modules, to enter and retrieve data and to compose newsletters, bulletins and a variety of periodic and specialized reports related to code compliance inspection and activities

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

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

Must be available to work occasional evenings and Saturdays and/or respond to emergencies as needed.

Performs other or related duties as assigned

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#### **MINIMUM QUALIFICATIONS:**

**Knowledge of** –Principles and practices of employee supervision, including training, organization, and work evaluation; Principles and practices of effective customer service and techniques for successful conflict resolution; Basic computer use applications; Safety management principles and practices pertaining to the work: Principles, practices, techniques, and methods utilized in code compliance inspections; Applicable laws, codes, regulations, and ordinances pertaining to municipal code compliance, including zoning, building construction, building occupancy, use of hazardous materials, and fire safety; Zoning concepts and terminology, including legal descriptions; Regulations and requirements for court and hearing evidence documentation.

**Skilled in** –Prioritizing, assigning, directing, and evaluating the work of assigned staff and providing for their training and development; Performing thorough and skilled inspections of hotels/motels and/or substandard dwellings or structures for prevention or abatement of code violations; Investigating and resolving a variety of code-related complaints in a timely and tactful manner; Coordinating multiple projects and meeting critical deadlines; Interpreting and explaining codes, laws, ordinances, and other regulations in a manner that can be easily understood by diverse groups; Communicating tactfully and effectively, often in hostile or adversarial situations, to achieve satisfactory solutions to conflicts and problems; Exercising sound, independent judgment within established guidelines; Effectively representing the City in public meetings or legal proceedings; Utilizing computer software to prepare and maintain accurate and professional records, reports, newsletters, and documents

**Ability to** - Inspect and identify violations of applicable codes and ordinances. Maintain and update computerized records, logs, and reports; Deal with the public in general and in difficult work situations; Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner; Communicate effectively, both orally and in writing; Establish and maintain cooperative working relationships with those contacted in the course of work. Direct day-to-day activities of subordinate staff.

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

**Physical Abilities and Work Environment** – Must possess the physical characteristics to perform the critical and important duties of the job, including sufficient strength and stamina to walk for prolonged periods, frequently over debris or uneven terrain, to climb ladders and to crawl through small spaces. Must be willing to work outdoors in inclement weather 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 as well as reach with hands and arms. The employee is occasionally required to climb, 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.

**Other** – Must possess an ICBO Rehabilitation/Conservation Inspector Certificate OR CACE Code Compliance Officer Certificate or SCACEO. Certificate of Completion of Arrest, Search and Seizure (Penal Code 832).

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**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 experience in municipal or county code compliance which has included at least two years at a level equivalent to the City’s Code Compliance Officer II class.

**Education** - Equivalent to graduation from high school

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**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