

CITY OF WASCO POSITION DESCRIPTION

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

POSITION SUMMARY:

The fundamental reason this classification exists is to perform skilled office work and field inspections in the investigation and compliance of City codes, ordinances, and abatement regulations; performs related work as assigned.

CLASS CHARACTERISTICS:

This is the entry-level class in the Code Compliance Officer series. Initially under close supervision, incumbents perform the more routine residential compliance inspection duties while learning City policies and procedures and specific methods and requirements for code compliance work. This class is alternately staffed with Code Compliance Officer II, and incumbents may advance to the higher level after successfully completing a one-year probationary period and gaining experience and demonstrating proficiency which meets the qualifications of the higher level class.

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

Must be willing to work shifts or alternative schedules and 24-hour call

Performs other or related duties as assigned

MINIMUM QUALIFICATIONS:

Knowledge of –Principles and methods of enforcing varied municipal codes; Applicable laws, ordinances, and codes; Principles and methods of investigation utilized in code compliance inspections; Appropriate safety, hazardous materials, and fire prevention techniques and requirements; Basic terminology used in zoning, including legal descriptions; Regulations and requirements for court evidence documentation

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 - Inspect and identify violations of applicable codes and ordinances; Maintain and update 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 relationship with those contacted in the course of work.

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. Must possess the physical characteristics to perform the critical and important duties of the job, including sufficient 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.

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 –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. Must possess a Certificate of Completion of Arrest, Search and Seizure (Penal Code 832).. 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 – Two years of progressively responsible work experience in compliance of administrative rules and regulations, which has included field investigations and substantial public contact requiring skills in communication and persuasion. 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.

Education - Equivalent to graduation from high school

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