

CITY OF SALINAS

CODE ENFORCEMENT OFFICER II

BARGAINING UNIT/CLASS CODE:
SMEA/M06

DEFINITION

Under general supervision, performs enforcement of land use ordinances, housing and dangerous building codes and other related code provisions; performs a variety of field and office work in support of the City's Code Compliance Program; issues criminal citations; obtains and executes inspection warrants, may present reports and/or recommendations to the City Council and frequently appears in courts of law; writes a variety of inspection reports and makes compliance recommendations to the Senior Code Enforcement Officer. If the position of Senior Code Enforcement Officer is vacant, then reports and recommendations are made to the Inspection Services Manager.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Code Enforcement Officer series. Incumbents of this class are responsible for conducting the more complex on-site inspections and investigations in code enforcement work, with minimum supervision. This class requires the Code Enforcement Officer II to be performing substantially the full range of duties for the class requiring a complete knowledge of department policies and procedures and meets the qualification standards for the class. This class is distinguished from Code Enforcement Officer I level by performing complex inspections and investigations independently. This class is distinguished from the next higher level of Senior Code Enforcement Officer in that the latter performs the more complex code enforcement work and functions in a supervisory capacity.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Senior Code Enforcement Officer. If the position of Senior Code Enforcement Officer is vacant, then supervision is provided by the Inspection Services Manager. May exercise technical or functional supervision over other code enforcement personnel as assigned.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to, the following:

Performs field inspections and office duties ensuring compliance with the city's land use, housing, zoning, abatement, dangerous buildings code; and, inoperable vehicles on private property and nuisance codes and ordinances. Performs field surveys, and investigates complaints of possible code and ordinance violations. Contacts property and business owners to schedule and conduct on-site inspections. Advises violators of ordinance requirements and seeks to gain voluntary compliance. Takes photographs and gathers all pertinent facts from the parties involved. Issues notices of violations and, when necessary, citations. Maintains records of inspections and enforcement efforts; prepares required documentation for legal actions. Testifies in court proceedings regarding code violations; performs follow-up actions as needed to ensure compliance. Confers with related agencies and city departments on disposition of complaints and code violations. Prepares detailed and specialized reports and correspondence related to code enforcement inspections; violations, and other activities. Provides the public with information regarding land use, zoning, building, and housing code regulations. Maintain statistical information and prepare reports relating to code violations, number of inspections performed, and number of cases in regards to code compliance. Promote and maintain safety in the work place. Performs the more complex inspections involving sensitive issues. Handles the more egregious cases involving non-compliance, abatement actions, and court appearances. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines and related equipment; vision sufficient to read fine printed on labels and in manuals, maps, diagrams and blue prints with no color deficiencies; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone, 2 way-radio and over the noise of traffic and machinery and detect subtle noise in machinery and running water; physical agility to push/pull, climb ladders, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move across rough terrain and uneven surfaces; physical strength to up to 75 lbs; physical stamina sufficient to sit or walk or stand for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**CITY OF SALINAS
CODE ENFORCEMENT OFFICER II (continued)**

WORKING CONDITIONS

Primarily works outdoors in all weather conditions, work in and around potentially toxic chemicals, and occasional work in an office environment. Will traverse by foot uneven, muddy, wet, and rocky surfaces. Occasionally will climb ladders and work at heights of up to 50 feet. Will spend a certain amount of time each day driving from location to location to conduct inspections.

QUALIFICATIONS

Knowledge of:

Effective analytical and interviewing techniques. Technical report writing skills; Citation insurance procedures; Courtroom presentation techniques; Public relations and conflict resolution skills; Personal safety practices; Operation of personal computers with proficiency using word processing, spread sheet and data base programs. Thorough knowledge of principles and practices of resource management or environmental studies or land use planning, Thorough knowledge of the International Property and Maintenance Codes and applicable State law.

Ability to:

Interpret and understand applicable city permit conditions, and state building and zoning ordinances and regulations. Conduct comprehensive investigations and maintains accurate records of findings. Prepare clear, concise and accurate correspondence and reports. Effectively communicate report findings before the City Council and courts of law. Effectively advise property owners and general public on compliance with codes. Establish and maintain effective working relationships with property owners, developers, the general public and co-workers. Promote the mission, values and standards of an effective public organization, particularly in the area of customer service.

License or Certification:

Possession of a valid California driver's license, P.O.S.T. approved Penal Code 832 certification and certification as a Code Enforcement Officer from California Association of Code Enforcement Officers, International Code Council (ICC), American Association of Code Enforcement Officials, California Code Enforcement Corporation, Southern California Association of Code Enforcement Officials or similar certification approved by the California Association of Code Enforcement Officers. Certification as a Property Maintenance Inspector by the International Code Council (ICC) is required within one year from date of hire. All certifications must be maintained during term of employment.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities, required to perform the duties would be any combination equivalent to completion of high school/GED supplemented by two years of course work leading to a certificate of proficiency in code enforcement or building inspection technology and two years experience with a public agency performing land use, zoning, building, public safety, housing or related code enforcement, inspection, or abatement work.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date: _____

ORIG: 5-00, REV: 2-07: REV: 08-08