

## **CITY OF SALINAS**

### **SENIOR CODE ENFORCEMENT OFFICER**

#### **BARGAINING UNIT/CLASS CODE:**

**AMPS / M12**

#### **DEFINITION**

Under general direction manages the Code Enforcement Division to ensure the effective enforcement of land use ordinances, zoning, housing and dangerous building codes and other related code provisions; works with the Community Development Director to develop a comprehensive code enforcement program that includes performance metrics for the division; devises strategic division objectives to implement a comprehensive code enforcement program incorporating other key departments; develops written code enforcement protocols and procedures and works with staff to fully execute. Obtains and executes inspection warrants; writes a variety of reports; makes compliance recommendations to the Community Development Director, City Manager, and/or City Council, and frequently appears at administrative hearings and in courts of law.

#### **DISTINGUISHING CHARACTERISTICS**

This is the advanced supervisory level class in the Code Enforcement Officer series. Incumbents of this class are responsible for managing the most complicated code enforcement cases. This class is responsible for the development of written protocols and procedures and requires the use of considerable independent judgment and initiative with minimum supervision.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Community Development Director or his/her designee. Exercises technical and functional supervision to the Code Enforcement Division.

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

Manages the Code Enforcement Division to ensure compliance with the city's land use, housing, zoning, abatement, dangerous buildings and building codes and related codes and ordinances. Supervises and evaluates code enforcement personnel. Provides ongoing training and coaching of code enforcement personnel. Prepares employee performance reports and recommends the selection, promotion and discipline of code enforcement employees. Verifies staff performance by performing field audits of work. Coordinates with the Administrative Analyst to schedule daily inspections and assign work to code enforcement personnel depending on qualifications, experience and expertise. In cooperation with the Community Development Director prepares and manages budget requests for the Code Enforcement Division, including yearly budget planning. Interprets codes and ordinances and responds to a variety of questions and complaints from engineers, architects, contractors, property/business owners and the public relative to code enforcement requirements. Directs inspection of existing commercial and residential buildings for compliance with the minimum code provisions of the Uniform Housing Code or the Uniform Code for the Abatement of Dangerous Buildings and preparation of appropriate abatement actions to gain compliance. Helps resolve field disputes, problems or complaints involving code enforcement staff and the public. Manages the most complicated code enforcement cases which may include conducting field surveys, investigations to gather all pertinent facts, and preparation of required documentation for legal action, testifies in court proceedings regarding code violations and performs follow-up actions as needed to ensure compliance. Coordinate with related agencies and city departments to resolve complaints and code violations. Serves as the primary liaison with the Legal Department on the violations that may result in civil or criminal prosecution. Prepares detailed and specialized reports and correspondence related to code enforcement inspections, violations, and other activities. Develops and implements a comprehensive outreach plan to proactively educate the public about common code violations and strategies on how to resolve neighbor to neighbor conflict. Establishes division objectives and regularly measures and reports on progress toward achieving those objectives. Coordinates the implementation of technology upgrades to improve the division's productivity. Promotes and maintains safety in the work place. Performs related duties as assigned.

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

**PHYSICAL AND MENTAL CHARACTERISTICS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephones computers, mobile digital devices and related equipment; vision sufficient to read fine print on labels and in manuals, maps, diagrams and blueprints 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 in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move across rough terrain, about the work environment, climb stairs, and to walk on uneven surfaces; physical strength to occasionally lift up to 25 pounds; physical stamina sufficient to sit, walk, or stand for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, and make valid judgments and decisions. Mental and verbal dexterity to diffuse tense situations and belligerent or antagonistic behaviors.

**WORKING CONDITIONS**

A combination of outdoor work traveling to and investigating complaint locations throughout the City, and a business office environment. Subject to sitting at a desk completing reports, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal; collecting and producing data using mobile technology while in the field; interacting with the public via phone, email and in person; walking and standing for long periods of time; working in all types of weather conditions; walking through uneven, muddy, wet, and rocky terrain and potentially exposed to unsanitary conditions. Will spend a certain amount of time each day driving from location to location to conduct inspections. Occasionally may be required to work evening and/or weekend hours, for investigations, public presentations, or resource events. May occasionally face customers and/or members of the public that exhibit verbally or physically abusive behaviors.

**QUALIFICATIONS**

**Knowledge of:**

Effective analytical and interviewing techniques. Principles and practices of code enforcement, zoning and planning laws, and/or environmental health. The Uniform Housing and Dangerous Building Codes and applicable State law regarding the abatement of substandard and dangerous buildings and work without permits. Advanced technical report writing skills. Advanced citation issuance procedures. Advanced courtroom presentation techniques. Advanced public relations and conflict resolution skills. Personal safety practices. Operation of personal computers with proficiency using word processing, spread sheet and data base programs.

**Ability to:**

Effectively monitor and maintain a high level of officer performance in the Code Enforcement Division. Effectively supervise, train and evaluate assigned personnel. Exercise good judgment with tact and diplomacy. Read, interpret, and understand the various codes and ordinances relating to code enforcement work. Effectively interpret and understand applicable city permit requirements, state building and zoning ordinances and regulations. Conduct comprehensive investigations and maintain 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. Carry out effective principles and practices of management and supervision, including techniques of personnel administration. Enforce Federal, State and local laws, statutes, codes and ordinances relating to commercial, industrial, and residential substandard and dangerous building violations. Implement principles and practices of code enforcement work, including verbal techniques to diffuse tense or potentially dangerous situations. Apply advanced report writing techniques.

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

**License or Certificate:**

Possession of a valid California driver's license, P.O.S.T. approved Penal Code 832 certification, certification as a Code Enforcement Officer from California Association of Code Enforcement Officers (CACEO), International Code Council (ICC), American Association of Code Enforcement Officials (AACE), California Code Enforcement Corporation (CCEC), Southern California Association of Code Enforcement Officials (SCACEO) or similar certification approved by the California Association of Code Enforcement Officers and certification as a Property Maintenance and Housing Inspector by the International Code Council (ICC). 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, four (4) years of experience with a public agency in code enforcement or building inspection, and two (2) years of supervisory experience. Experience with a public agency as a certified building inspector is highly desirable.

Reviewed \_\_\_\_\_  
Department Director

Approved \_\_\_\_\_  
Human Resources Officer

Approval Date \_\_\_\_\_

**ORIG: 5-00, REV: 06/06**  
**REV: 03/14, REV: 12/15**