

CITY OF BIG BEAR LAKE
CODE COMPLIANCE OFFICER I/II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, learns to perform and performs residential, commercial and industrial site inspections and investigations to determine compliance with local codes, laws and regulations; issues citations and notices of violation; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Code Compliance Officer I

The **Code Compliance Officer I** is the entry-level class in the code enforcement series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine and less complex code enforcement assignments while learning City policies and procedures. As experience is gained, there is greater independence of action within established guidelines. This classification is distinguished from the next higher class of Code Enforcement Officer II by the level of independence of functioning and complexity of complaints assigned.

Code Compliance Officer II

The **Code Enforcement Officer II** is the journey level class in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents are responsible for performing the full range of inspection and code enforcement responsibilities involving codes and regulations in a broad range of areas, including zoning, building, fire, health and safety. The work requires independence and discretion in working with the public and in conducting field inspections, and involves a proactive implementation of applicable codes and regulations. This class is distinguished from the next higher classification of Senior Code Enforcement Officer in that the latter provides lead direction and performs the more complex enforcement and inspection duties.

SUPERVISION RECEIVED/EXERCISED:

Code Compliance Officer I

Receives immediate supervision from the Director of Community Services. Technical and functional supervision may be provided by the Senior Code Enforcement Officer. Incumbents of this classification do not routinely exercise supervision.

Code Compliance Officer II

Receives general supervision from the Director of Community Services. Technical and functional supervision may be provided by the Senior Code Enforcement Officer. Incumbents of this classification do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs residential, commercial, industrial and site inspections; receives complaints and determines existence and type of code violation; compiles, analyzes and evaluates findings of investigations and inspections; establishes legal owner; coordinates with property owners or their representatives and other regulatory agencies to take corrective action; verifies parcel address and other information necessary to conduct investigation and enforcement actions; performs follow-up inspections and investigation as required; ensures compliance with all applicable municipal codes and regulations; issues administrative citations for non-compliance.
- Interprets, applies and explains applicable municipal codes, zoning ordinances, building codes, vehicle codes, state housing, health and safety codes, relocation regulations, CDBG administrative requirements and other related laws, codes and regulations; advises property owners on the requirements for compliance; explains processes and procedures for obtaining compliance or appropriate permits.
- Conducts inspections of Private Home Rentals to ensure compliance with City requirements; enforces rules and regulations relating to rentals; monitors areas of the City to identify violators of the Private Home Rental program.
- Enforces parking regulations related to snow removal; cites violators and coordinates vehicle towing when necessary.
- Maintains clear, concise and comprehensive records and reports related to enforcement activities; composes and types correspondence, reports, forms and specialized documents, including abatement letters; enters and retrieves information from automated records systems; prepares notices of violation and orders.
- Photographs violations; gathers evidence and prepares cases for court proceedings; produces photographs and records of violations for evidence; represents the City in court regarding non-compliance if required.
- Responds to questions and concerns from the public, departmental staff and other agencies; provides information as appropriate and resolves service issues and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when making inspections, reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The ability to lift, carry and push tools, equipment and supplies weighing 35 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions,

including wet, snow, hot and cold. Incumbents may frequently deal with irate members of the public. The nature of the work also requires the incumbent to drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions. The incumbent may be required to work nights and weeks, respond to after hours emergency call-outs and perform routine standby duties.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Code Compliance Officer I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

Code Compliance Officer I

Two years of relevant experience that includes heavy public contact and the performance of code enforcement activities, and a high school diploma or equivalent. The ability to speak and write Spanish is highly desirable.

Code Compliance Officer II

In addition to the above, one year of experience equivalent to that of a Code Enforcement Officer I in the City of Big Bear Lake.

License/Certificate:

Code Compliance Officer I

Possession of, or ability to obtain, a valid Class C California driver's license. Ability to obtain P.C. 832 certification within six months of employment.

Code Compliance Officer II

Possession of, or ability to obtain, a valid Class C California driver's license. Possession of a P.C. 832 certification prior to being considered for the position.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and II levels.)*

Knowledge of:

Principles, practices and methods used in the enforcement and compliance of a variety of codes and regulations; methods and techniques used in enforcement and investigation; planning, zoning, building inspection, and safety laws and concepts; rules of evidence and court procedures; conflict resolution; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Inspect and analyze a variety of buildings and properties to identify code violations; appropriately apply codes and regulations to varying situations; effectively deal with angry and non-cooperative people; read and interpret maps, sketches, drawings, specifications, legal descriptions and technical manuals; perform mathematical calculations quickly and accurately; learn more complex principles, practices, techniques and regulations pertaining to assigned duties; facilitate appropriate corrective action from property owners regarding violations; implement, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications.