

CITY OF BIG BEAR LAKE
SENIOR CODE COMPLIANCE OFFICER

*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 direction, oversees, reviews, and performs complex inspections of residential, commercial, and industrial properties and Transient Private Home Rentals to determine compliance with applicable federal, state, and local codes, laws, regulations and ordinances relating to maintenance of properties and structures and business licensing; initiates compliance action and issues citations and notices; supervises special projects as assigned; provides work direction and lead supervision as assigned; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Senior Code Compliance Officer** is the lead/advanced journey level class in the Code Compliance Officer series. The incumbent completes the more complex cases and for performs the more complex interpretation of codes, laws, regulations, and ordinances as assigned. This class is distinguished from the next higher classification of Director of Community Services in that the latter has overall administrative responsibility for the department.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Director of Community Services. May exercise functional and technical supervision over assigned staff.

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

- Evaluates and reviews code compliance procedures, practices and rules for conformance with departmental policies; provides training to inexperienced field staff; confers with personnel from other departments and agencies in coordinating work activities.
- Performs the more difficult and complex code compliance cases as assigned; performs the full array of residential, commercial, and industrial properties and Transient Private Home Rental inspections; determines existence and type of code violations; compiles, analyzes, and evaluates findings of investigations and inspections; researches property ownership; coordinates with property owners or their representatives and other regulatory agencies to take corrective action; performs follow-up inspections and investigation as required; ensures compliance with all applicable municipal codes and regulations; issues citations for noncompliance; issues stop work orders and refers them to the proper department if necessary.

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- Resolves service issues and complaints; interprets, applies and explains applicable municipal codes, zoning ordinances, building codes, vehicle codes, state housing, health and safety codes and other related laws, codes and regulations to the public, departmental staff, and other agencies; advises property owners on the requirements for compliance; explains processes and procedures for obtaining compliance or appropriate permits, including performing reinspection on applicable permits and notices until compliance is attained.
- Enforces parking regulations related to snow removal; cites violators and coordinates vehicle towing when necessary.
- Prepares reports regarding enforcement activities, or regarding selected inspections, complaints, or disputes; maintains clear, concise and comprehensive records and reports related to enforcement activities; maintains daily log of contacts or inspections for code enforcement cases; enters and retrieves information from records systems.
- Photographs violations; gathers evidence and prepares cases for court proceedings; produces photographs and records of violations for evidence; files criminal complaints in court when necessary with supervisor's approval; represents the City in court regarding noncompliance if required.
- Answers questions regarding code enforcement, planning, building, or public information as necessary; receives complaints; responds to questions and concerns from the public, departmental staff and other agencies; provides information as appropriate and resolves service issues and complaints; cooperates with other agencies.
- Prepares a variety of reports and correspondence, including notices of violations and follow-up letters; attends various meetings and training seminars; responds to emergency situations as required.
- 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, and 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 is required to work nights and weekends, respond first 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 **Senior Code Compliance Officer**. A typical way of obtaining the required qualifications is to possess three years of experience in zoning, housing or building inspection or investigation and the equivalent to a high school diploma.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license. Possession of a PC 832 certification.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles, practices, and methods used in the enforcement of a variety of codes, laws, regulations, permits and ordinances, including housing and building codes, business license codes, fire codes, and health laws; methods and techniques of training and motivation; methods and techniques of scheduling work assignments; practices and methods to encourage voluntary compliance to regulations and codes; techniques of calming angry and upset homeowners and/or tenants; methods and techniques used in enforcement and investigation; law enforcement procedures and administrative techniques; rules of evidence and court procedures; basic principles of mathematics; applicable federal, state and local laws, codes, ordinances 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:

Lead, oversee and perform complex code enforcement work; perform with minimal direction from supervisor; perform complex interpretation of codes, laws, regulations and ordinances; inspect and analyze a variety of buildings and properties and identify code violations; appropriately apply codes and regulations to varying situations; effectively deal with angry and noncooperative people to gain voluntary compliance with codes and ordinances; calm emotional situations; keep up with constantly changing laws, codes, ordinances, and regulations; learn more complex principles, practices, techniques, and regulations pertaining to assigned duties; facilitate appropriate corrective action from property owners regarding violations; perform mathematical calculations quickly and accurately; 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.