

SENIOR CODE ENFORCEMENT OFFICER

DEFINITION

Under general supervision, performs supervisory enforcement work in monitoring zoning and abandoned vehicle enforcement programs; and does related or other work in accordance with Rule 3, Section 3 of the Civil Service Rules.

CLASS CHARACTERISTICS

This is the supervisory level in the Code Enforcement Officer series. An employee of this class is responsible for planning and supervising code enforcement activities in the Community Development Department and for participating in the inspections and investigations to ensure compliance with zoning and abandoned vehicle codes and requirements.

TYPICAL DUTIES

1. Assigns, supervises, reviews and evaluates the work of staff engaged in code enforcement activities; trains new employees.
2. Organizes work flow; establishes priorities; assigns and monitors cases to maintain a balanced workload among enforcement staff; ensures that compliance and court deadlines are met.
3. Establishes and maintains an automated tracking system for code violations inspected by enforcement staff; designs procedures for efficient processing and follow-through of inspections.
4. Receives and responds to complaints from citizens and other sources regarding abandoned vehicle and zoning violations.
5. Supervises and participates in the preparation of cases for court including documentation of the Department's position; testifies at court trials.
6. Supervises and participates in field inspections; photographs violations, issues citations, determines action necessary for compliance, and follows up to ensure compliance.
7. Prepares correspondence and reports.

MINIMUM QUALIFICATIONS

Either I

Experience: One year as a Code Enforcement Officer II in San Joaquin County.

Or II

Education: Completion of 60 semester units from an accredited college or university with major coursework in the social or behavioral sciences or related field.

Experience: Two years of progressively responsible experience in public agency code enforcement, including at least one year at a level comparable or higher than Code Enforcement Officer II in San Joaquin County.

Substitution: Additional experience enforcing administrative rules and regulations which involved field investigations, responsibility for taking legal enforcement actions and substantial public contact may be substituted for the required education on a year-for year basis up to two years.

And

Certificate: Possession of an Enforcement Officer Certificate issued by the California Code Enforcement Corporation.

Note: This certificate requirement will be waived for persons employed by San Joaquin County in the class of Senior Code Enforcement Officer on September 8, 1999.

License: Possession of a valid California driver's license.

Knowledge of: Principles and practices of supervision and training, code enforcement and public contact work; methods of conducting office and field investigations regarding violations of ordinances and codes; methods and techniques used in researching ordinances and history of ordinances, property ownership and zoning.

Ability to: Assign, train, supervise and evaluate staff; interpret regulations, ordinances, codes and administrative procedures and enforce same with impartiality; perform code enforcement field inspections and investigations; establish and maintain effective working relationships with property owners, vehicle owners and the public; handle difficult contact situations with tact; express oneself clearly and concisely, both orally and in writing; prepare records, correspondence and reports.

Physical and Mental Requirements: **Mobility**—frequent operation of keyboards, sitting for long periods, driving; occasional standing for long periods, walking, pushing/pulling, bending/squatting, climbing ladders/stairs; **Lifting**—frequently 5 lbs or less; occasionally 5-30 lbs; **Visual**—frequent good overall vision, reading/close up work, and peripheral vision required; **Dexterity**—frequent repetitive motion and writing; **Hearing/Talking**—frequent hearing normal speech, hearing on the telephone/radio, talking in person and talking on the telephone; **Emotional/Psychological**—frequent public contact, decision making, concentration and working alone; occasional emergency situations, exposure to trauma/grief, working weekends/nights and overtime/travel; **Environmental**—occasional exposure to noise, dirt, dust, smoke, fumes, outdoor weather conditions.