

## **SENIOR CODE COMPLIANCE SPECIALIST**

### **Job Summary:**

Under supervision, oversees and performs technical duties in enforcing provisions of the city's municipal code including zoning laws and health and safety codes, reviews building permits and responds to public inquiries orally and in writing; performs inspections and searches, issues citations and warning notices, and other related code enforcement duties.

### **Distinguishing Characteristics:**

Incumbents in the Senior Code Compliance Specialist classification perform more complex professional code enforcement related duties as they relate to zoning, land use, economic development and redevelopment and works as a liaison between code enforcement officers and planners. Issues may involve parking, crime prevention through environmental design (CPTED), banners, signage, illumination, anti-graffiti, pedestrian safety and property safety.

### **Essential Duties and Responsible:**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Compiles technical research data and conducts investigations regarding code enforcement and planning issues; tabulates data concerning urban land use, population, housing business industry, economic characteristics and redevelopment.
2. Receives and reviews applications for business license, residential care facilities and alcohol beverage licenses, and case permit materials including conditional use permits, design overlay reviews, and variance submissions.
3. Reviews zone change requests and assists in the preparation of planning, zoning and code enforcement regulations; coordinate zoning enforcement with other city agencies and county officials.
4. Conducts field inspections for issuance of clearance and utilities on new developments including residential, commercial, industrial, parks and developments.
5. Prepares a variety of comprehensive records and reports and makes recommendations for the planning commission and City Council meetings as required.
6. Enforces municipal code regulations such as public peace, sanitation and health, streets, building and planning and zoning ordinances.
7. Performs field checks of contractors and subcontractors for proper licenses or permits; reviews building permit applications to determine that buildings, adjacent structures and land usage are in conformity with Health and Safety regulations.
8. Writes citations for violations and performs office follow-up work on citations as required; prepares complaints for filing; explains and interprets city ordinances to violators, sets deadlines for compliance and follow-up.
9. Assists in prosecuting cases involving municipal code violations and gives testimony in court; explains and interprets municipal ordinances and other regulations as needed; interfaces with community and government agencies as required.
10. Serves on primary emergency response team in case of emergency or disaster as the Emergency Operations Center Security Officer.
11. Serves as a representative for the city at various community meetings as it relates to zoning and land use issues.
12. Performs related duties as required.

**Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

**Education and/or Experience:**

Graduation from high school or GED and four (4) years of full-time, paid experience in public contact work with primary responsibility in regulatory codes, enforcement, investigation, or inspection work. Experience and/or education in a related field may be substituted on a year for year basis.

**Knowledge of:**

- Applicable laws, codes, regulations, policies and procedures.
- Principles and practices of planning and zoning.
- Research methods as applied to the collection, tabulation, and enforcement of laws, codes, regulations, policies and procedures.
- City organization, operations, policies and objectives.
- Office practices and procedures.
- General record keeping practices.
- Personal computer software and hardware.
- Telephone techniques and etiquette.

**Skill and Ability to:**

- Interpret and enforce provisions of the city municipal code and zoning laws, health and safety codes, building codes, fire codes and animal control regulations.
- Perform inspections and searches; issue citations and warnings and respond to related complaints and questions.
- Apply procedures and techniques used in investigation or inspection for compliance with municipal ordinances and regulations.
- Interpret required city ordinances, State and Federal laws and apply them to a variety of situations.
- Attend specialized workshops, seminars, training meetings related to code enforcement, planning, zoning and land use and public security.
- Maintain accurate records and prepare clear and concise reports.
- Effectively communicate orally and in writing.
- Establish and maintain effective working relationships with others.
- Operate computers and related software.

**License:**

Possession of valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical and mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require the mobility to stand, stoop, reach and bend.
- Require the mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to stand for long periods.

- Require the ability to walk long distances, including uneven terrain.
- Perform work which may involve lifting, pushing and/or pulling of objects which may weigh approximately 25 pounds and may occasionally weigh up to 50 pounds.
- Is subject to inside and outside environmental conditions.
- May be required to use city and/or personal vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or travel within and out of city boundaries to attend meetings.
- Respond to emergency situations.
- May be required to work evenings and/or weekends.

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