



City of Watsonville

Job Description

JOB TITLE: Senior Code Enforcement Officer

DATE APPROVED: August 29, 2017

DEPARTMENT: Community Development

SUPERSEDES: N/A

REPORTS TO: Building Official

SUPERVISION: Code Enforcement Officers I and II

EMPLOYEE UNIT: Mid-Management

FLSA: Exempt

JOB SUMMARY:

Under direction, leads, oversees, and participates in the more complex and difficult work of staff responsible for code enforcement; enforces zoning and specified codes to ensure the safety, protection, and visual enhancement of the community; and performs a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Code Enforcement series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned including exercising technical and functional supervision over lower level code enforcement staff. Employees perform the most difficult and responsible types of duties assigned to classes within this series. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Duties may include, but are not limited to, the following:

- Assists the Building Official with day to day operations including supervision of the Code Enforcement staff
- Plan, prioritize, assign, review, and participate in the work of staff responsible for code enforcement; participate in performing the most complex work of the unit
- Train assigned employees in their areas of work including code enforcement methods, procedures, and techniques
- Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures
- Maintain a variety of accurate and detailed logs, records, reports, and files regarding inspection activities, code violations, and resulting actions; prepare correspondence, routine reports, and weekly

- status reports as required; reviews logs, records, reports and files of code enforcement staff
- Advise property owners, contractors, and other responsible parties of code violations and changes needed to conform with standards; conduct follow-up inspections to determine if code deficiencies have been resolved; issue notices of violation, administrative citations, misdemeanor citations, notices, and orders
 - Patrol the City to detect hazardous or non-permitted sign installations
 - Monitor compliance activities and conduct follow-up and final inspections
 - Inspect single and multi-family homes, industrial and commercial buildings, and vacant lots and properties to ensure compliance with applicable zoning, nuisance, building, health and safety codes, ordinances and regulations; issue notices of violation as necessary
 - Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner
 - Coordinate activities with federal, state, and local agencies
 - Confer and coordinate activities with other City staff
 - Perform related duties as required

EMPLOYMENT STANDARDS

Knowledge of:

- Operations, services, and activities of a code enforcement program
- Principles of lead supervision and training
- Methods and techniques for dealing with a diverse group of individuals over the telephone and in person
- Applications of City municipal codes and regulations
- Methods and techniques of code enforcement
- Methods and materials used in the building trades
- Methods and techniques of field inspections and investigation
- Occupational hazards and standard safety practices
- Principles and procedures of record keeping
- Principles and procedures of research and report preparation
- Principles and procedures of administrative and legal proceedings including 4th, 5th and 14th Amendments under the U.S. Constitution
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases
- Pertinent federal, state and local laws, codes and regulations

Ability to:

- Lead, organize, and review the work of staff on a project or day to day basis
- Independently perform the most difficult code enforcement duties
- Instruct others in work procedures
- Interpret and explain various codes to the public
- Interpret, explain, and enforce department policies and procedures
- Conduct field investigations and determine if codes have been violated
- Advise property owners, contractors, and other responsible parties of code violations and changes needed to conform with standards
- Respond to requests, inquiries, and complaints from the general public
- Operate office equipment including computers and supporting applications
- Maintain accurate and detailed logs and records of work performed
- Prepare clear and concise reports
- Work independently in the absence of supervision
- Understand and follow oral and written instructions
- Work in a team based environment to achieve common goals
- Coordinate multiple projects and complex tasks simultaneously
- Meet the physical requirements to safely and effectively perform the assigned duties
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Physical ability and mobility to work in an office setting and in a field environment
- Stand or sit for prolonged periods of time
- Occasionally stoop, bend, kneel, crouch, reach, and twist
- Work and/or walk on uneven and rough terrain, loose soil, sloped surfaces, and slippery or uneven surfaces
- Lift, carry, push, and/or pull light to moderate amounts of weight
- Operate office equipment requiring repetitive hand movement and fine coordination including the use of a computer keyboard
- Travel to other locations
- Operate equipment and vehicles
- Verbally communicate to exchange information
- Travel from site to site with exposure to an outdoor field environment and all types of weather and temperature conditions
- May work irregular hours
- Exposure to potentially hostile individuals and confined spaces

TRAINING AND EXPERIENCE:

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities is:

- Completion of a high school diploma or equivalent supplemented by specialized course work in construction technology, business, or a related field
- Ten years of increasingly responsible experience in enforcing zoning, building or related codes and regulations

LICENSE & CERTIFICATION:

- Possession of a valid California Class C Driver's License and a safe driving record
- Possession of Code Enforcement Officer certification from the International Code Council (ICC) or California Association of Code Enforcement Officers (CACEO)
- Within 12 months of hire date or promotion, certification as a Residential or Commercial Building Inspector from the International Code Council is required. In extenuating circumstances, the Department Head may grant up to a 6 month extension for completion.