

<b>JOB DESCRIPTION</b>	
City of Patterson  Human Resources	<b>SENIOR CODE ENFORCEMENT OFFICER</b>

**JOB SUMMARY**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under limited supervision from the Director of Community Development, the Senior Code Enforcement Officer performs skilled office work and complex field inspections related to the investigation and enforcement of City codes, ordinances and abatement regulations; receives and responds to complaints, investigates premises for land use, sign, municipal/building code violations, abandoned vehicle abatement, graffiti abatement and other municipal code violations; issues notices of violation and/or administrative notices of non-compliance as appropriate; establishes and maintains records and files of complaints received, investigations and enforcement activities conducted; confers with other departments as required; may provide training, assign and coordinate the work of less experienced Code Enforcement Officers; may represent the City in public meetings and in court or administrative hearings; and performs related work as required and/or assigned.

The **Senior Code Enforcement Officer** is the lead or specialist classification that handles more complex inspections or code enforcement cases and provides direction in a lead capacity to less experienced Code Enforcement Officers and to administrative support staff.

**SUPERVISION RECEIVED AND EXERCISED**

Receives limited supervision from the Director of Community Development.

Provides functional supervision, in a lead capacity to less-experienced Code Enforcement Officers and administrative staff.

**ESSENTIAL DUTIES**

*Typical essential duties may include, but are not limited to, the following:*

Assists in determining areas to be inspected; reviews and updates housing and other codes and assists with interpretations and decisions on technical problems related to housing and other codes.

Researches ownership and lien holders of subject properties.

Prepares and manages a caseload including maintenance of accurate case files of related correspondence, memos and written reports.

Conducts skilled residential, commercial and hotel/motel inspections for prevention and/or abatement of

substandard conditions or code violations.

Participates in hearings before Administrative Hearing Officers and makes recommendations for appropriate remedies.

Receives, investigates, and responds to complaints of possible violations of local and state laws, ordinances, or codes (i.e. neighborhood blight, zoning, water waste, unlawful cannabis grow houses, signs, etc.).

Prepares reports of conditions for referral to proper authorities and prepares notices of violations, follow-up legal advertisements, and other similar notices.

Interviews property and business owners, residents, and members of the public concerning violations and other code enforcement matters.

Analyzes, evaluates, and interprets all City codes; explains enforcement procedures to the public and provides information on land use and sign related ordinances.

Develops and implements public information and education programs to inform citizens of the municipal codes and ordinances that the Division enforces.

Assists individuals with the completion of forms, applications and sign permits.

Issues citations, as appropriate, for violations of the Municipal Code.

Monitors compliance activities and conducts follow-up and final inspections; prepares required notices and correspondence relative to non-compliance as required.

Prepares required documentation for all legal actions, including inspection warrants, and conducts follow-up once legal action has been initiated.

Refers graffiti abatement issues to the Graffiti Abatement Specialist for investigation, documentation and eradication of graffiti.

Inputs daily inspection logs and generates compliance letters to property owners as appropriate; establishes and maintains a variety of work-related records and files.

Confers with other agencies and City departments on the disposition of a variety of complaints and code violations.

Operates assigned vehicle skillfully and safely, observing safe driving practices.

Provides training, assign, coordinate and monitor the work of less-experienced Code Enforcement Officers in a lead capacity.

Assists or represents the City in public meetings, City Council meetings, neighborhood forums and necessary court appearances or administrative hearings.

Assists the Director by performing a variety of administrative and office support duties.

Performs related duties as required and/or assigned.

## KNOWLEDGE, SKILLS, AND ABILITIES

**Knowledge of:** Procedures and techniques for dealing with the public in a tactful but firm manner; methods for establishing and maintaining effective working relations with the public, sometimes in adverse conditions; principles and practices of effective customer service and techniques for effective conflict resolution; principles, practices, methods and techniques of code enforcement; applicable state and local codes, ordinances, regulations, policies and procedures related to the work of the code enforcement Division; principles and methods of investigation used in the field of code enforcement, including field investigations and research techniques; principles and practices of effective employee supervision and training; modern office procedures including procedures for effective operation of a personal computer and applicable software applications; proper English usage, grammar and punctuation; regulations and requirements for court and hearing evidence documentation; basic techniques of report writing and presentation; safe and efficient work practices related to code enforcement activities; communication, negotiation and behavioral techniques used to foster cooperation and compliance with code and program requirements. .

**Ability to:** Make sound decisions, exercise independent judgment and initiative without close supervision; work effectively and efficiently under stressful situations, coordinate multiple projects and meet critical deadlines; effectively represent the City in public meetings or legal proceedings; investigate zoning, code and other complaints in a timely and tactful manner; inspect and identify violations of applicable City codes and ordinances and enforce legal requirements; interpret, apply and explain applicable codes, ordinance and regulations; communicate clearly and concisely, both orally and in writing; deal courteously, but firmly and communicate effectively to resolve conflicts; prepare accurate and detailed documentation of inspections and other related documentation; prepare clear and concise reports and presentations; establish and maintain organized and accurate records of inspections and code enforcement files; read maps and learn the City's geography; promote and maintain a cooperate team work environment; and establish positive working relationship with those contacted in the course of work.

## NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

Must be available to occasionally work evenings and weekend hours and/or respond to emergencies.

## EXPERIENCE and CERTIFICATIONS

Any combination of education, training and experience that would likely provide the required knowledge, skills, and abilities: Normally this would include:

**Education:** Must have a High School Diploma or GED equivalent. Supplemental coursework or training on citation issuance procedures is preferred; and education equivalent to an Associate's Degree in a related field is desired.

**Experience:** Four (4) years of experience in a municipal or county code enforcement, which includes at least two (2) years of experience at a level equivalent to a Code Enforcement Officer II with the City.

**License or Certificate:** Possession of a valid California Class C California driver's license. Maintenance of a

valid California driver's license is a requirement of ongoing employment.

Possession of a CACEO III certification is required.

Possession of a Housing Inspector or Residential Building Inspector Certification is highly desirable.

Possession of International Code Council (ICC) Property Maintenance Certification is highly desirable.

## **MENTAL AND PHYSICAL REQUIREMENTS**

**Mental Requirements:** The mental demands described here are representative of those that must be met to successfully perform the essential functions of this job: While performing the duties of this job, the employee is regularly required to exercise independent judgment and initiative without close supervision; work effectively and efficiently under stressful situations; use tact and diplomacy to establish and maintain effective working relations with the public, frequently under adverse conditions.

**Physical Requirements:** Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; walk on uneven terrain, loose soil, and sloped surfaces; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; to operate equipment and vehicles; to see in the normal visual range with or without correction; to hear in the normal audio range with or without correction; and to verbally communicate to exchange information.

**Environmental Conditions:** Work is performed primarily outdoors with travel to various locations within the City of Patterson. Often works in and around building and construction sites; exposure to inclement weather conditions, noise and dust. When not in the field, work is performed in a standard office environment.

**FLSA Status:** Non-Exempt

**Approved by Council:** September 7, 2021