



## **Code Enforcement Official**

*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.*

### **SUMMARY DESCRIPTION**

Under general supervision, the Code Enforcement Official will be responsible to investigate suspected violations of the Placerville City Code and participates in performing a variety of technical duties in support of the City's code enforcement programs; monitors and enforces a variety of codes and ordinances in support of City departments including those related to zoning codes, building codes, housing, public nuisances, State Health & Safety Codes, fire hazards, and other issues relating to health, safety, and welfare of the community; prepares abatement cases for and testifies in public hearings and court proceedings on behalf of the City; serves as a resource and provides information on City regulations to property owners, residents, businesses, the general public, and other City departments and divisions; and performs a variety of technical tasks relative to assigned areas of responsibility.

### **IDENTIFYING CHARACTERISTICS**

The Code Enforcement Official is expected to perform the full range of duties as assigned, working independently, applying program knowledge, and exercising judgment and initiative while having a great deal of public contact. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

### **REPRESENTATIVE 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.*

1. Receive and respond to complaints regarding zoning code violations, building code violations, debris and junk, inspection of vacant lots for weed abatement, and other zoning and land use violations.
2. Performs field building inspections of industrial, commercial, and residential buildings to ensure buildings have been constructed in accordance with approved plans; and notes defects in construction work and issues correction notices or notices of correction.
3. Issue notices of violation for non-compliance.
4. Contact property owners, schedule and conduct on-site inspections.
5. Interpret codes and regulations and obtain voluntary compliance if possible, perform investigations involving situations that may be injurious to the public.
6. Coordinates with City departments in the correction of City Code violations.
7. Prepares correspondence and summarizes investigations which could result in the issuance of fines, process appeals, and appear as a witness in court.

8. Provides assistance to the Building Division staff when needed in performing housing inspections for substandard conditions.
9. Works with various neighborhood associations in a team atmosphere to address and resolve neighborhood blight and quality of life issues.
10. Perform related work as required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Principles, practices, methods, and techniques of code enforcement.
- City codes, ordinances, laws, and regulations pertaining to health and safety.
- Principles and practices of building and site inspection.
- General City services and City organizational structure as they relate to code enforcement.
- Uniform or California Building Codes.
- California Fire Code.
- Principles and procedures of record keeping.
- Safe and efficient work practices as they relate to code enforcement.

### **Ability to:**

- Understand and interpret development plans and construction drawings.
- Understand legal descriptions and boundary maps of real property.
- Analyze and compile technical information on nuisance investigations and violations.
- Perform building inspections including residential, commercial, and industrial inspections.
- Understand, interpret, explain, and enforce provisions of applicable building, safety, and zoning codes and ordinance requirements to contractors, developers and the general public.
- Enforce applicable codes and ordinances.
- Understand and interpret laws and regulations with impartiality and efficiency.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Operate office equipment including computers and supporting software applications.
- Prepare clear and concise reports and documentation.
- Maintain complete and accurate records.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Equivalent to the completion of the twelve grade supplemented by specialized training in building construction, architecture, engineering or a related field.

**Experience:**

Two years of increasingly responsible building inspection experience.

**Desirable Qualifications:**

Certification as a Code Enforcement Officer from an agency endorsed by the Interagency Code Enforcement Officers (ICEA) or any recognized Code Enforcement training institution.

Graduation from an accredited college or university with major course work in architecture, engineering, public administration, or related field.

**License, Certificate, Registration Requirements:**

Possession of, or ability to obtain and retain, a California Class C driver license by the time of appointment.

Possession of ICBO certification.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed in both indoor and outdoor environments; work alone; travel from site to site; incumbents may be exposed to noise, dust, inclement weather conditions, potentially hostile environments, and aggressive and/or ill animals.

**Physical:** 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; to 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 vehicle; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

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