

CLASS SPECIFICATION



CLASS: Code Enforcement Officer III
ALLOCATION: Community Development & Services Agency
FLSA STATUS: Non-Exempt
UNION AFFILIATION: YCEA

ESTABLISHED: July 2023

JOB SUMMARY:

Perform complex, difficult, and/or contentious inspections of properties to determine compliance with State and local codes as they relate to health, safety and public welfare, property maintenance, zoning and land use, building and housing, vehicles and blight control; performs full range of code enforcement including the abatement of public nuisances; act as a lead inspector providing direction and technical expertise to staff and perform related work as assigned.

CLASS CHARACTERISTICS:

This class is the advanced journey level and technical specialist in the Code Enforcement series. This class reports to the Code Enforcement Supervisor. This class is distinguished for the Code Enforcement Supervisor in that the latter is a full supervisory level in this class series.

EXAMPLES OF DUTIES:

Essential:

- Provide lead direction, training and work review to professional and technical staff; organize and assign work, set priorities and follow-up to ensure coordination and completion of assigned work; provide input into performance evaluations
- Independently perform complex and difficult inspections; respond to highly sensitive, complex or technical complaints; make on-site visits to validate the nature of the complaint and recommend solutions
- Interprets County Ordinances and State and Federal codes and regulations; explain standards, policies and procedures to County staff, property owners, construction professionals, business developers and members of the public
- Direct or perform abatement of hazardous or public nuisance circumstances; issue citations or notices of violations for non-compliance, including requested remedial action, time limits and permits required.
- Direct and/or prepare and present cases at nuisance abatement hearings, cost assessment hearings and appeal hearings.
- Coordinate nuisance abatement of buildings, facilities and vehicles; obtain bids for required work and oversees contract or owner work performed to completion.
- Works with legal staff regarding enforcement proceedings, prepares legal actions and testifies in court as required.
- Explain complex requirements to others; analyze and prepare technical reports for both technical and non-technical readers
- Independently perform the full range of duties of the Code Enforcement Officer I/II
- Assist with the development of policies and procedures and draft ordinances for assigned program areas; Assist with implementation of new or modified policies and procedures and trains staff as required
- Confer with and provide information to land and business owners, developers, residents, contractors and the public; represent the department, the County, and make presentations to groups and coordinate public meetings as needed
- Maintain current knowledge by attending courses, training seminars and professional meetings.
- Drive a motor vehicle in the course of duties to visit work sites and attend meetings

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Uses a variety of standard office equipment in the course of the work; drives a personal or County motor vehicle to inspect site and attend meetings
- Performs data entry and report generation using standard office software; provides various office support

assistance in the department

- Utilizes computer software to track workload and report case status to the Building & Code Enforcement Manager and others as directed

EMPLOYMENT STANDARDS:

Knowledge of:

- Advanced principles, practices and applicable laws, codes and regulations related to State and County vehicle abatement, zoning and land use, substandard housing, dangerous buildings and health, safety and general public welfare
- Techniques for working successfully with other employees in a lead capacity
- Principles and practices of technical and functional supervision and training
- Citation preparation and issuance, inspection warrant preparation and execution
- Advanced codes, regulations, civil and criminal court rules and hearing procedures, public hearings, and appeals as applicable to Code Enforcement
- Laws, codes, court decisions and regulations related to various inspections
- State mandated inspection programs
- Computer applications related to the work
- Record keeping and report preparation practices and techniques
- Correct usage of the English language as it relates to business including meaning and spelling of words, composition, grammar, and punctuation.
- Standard office practices and procedures, including filing and the operation of standard office equipment
- Advanced techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained, in a professional and courteous manner

Skill in:

- Training and guiding subordinate staff in inspection activities, record keeping, safety and interpretation of codes, ordinances, regulations, procedures, policies and practices
- Effectively handling sensitive inspections, the most complex and sensitive zoning and related violation inspections and negotiating effective mitigation solutions
- Planning, directing and reviewing the work of others on a project or day-to-day basis
- Analyzing situations quickly and objectively and determine proper course of action
- Interpreting, applying and explaining complex requirements, rules and regulations to property owners, residents, engineers, architects, developers, property owners and the public
- Preparing clear, accurate and effective reports, correspondence and other written materials
- Organizing own work, setting priorities and meeting critical deadlines
- Using initiative and independent judgment within established procedural guidelines
- Explaining legal requirements accurately and tactfully, understanding customers' perspective, concerns, needs and requests
- Probing and analyzing situations accurately and enforcing legal requirements in an ethical manner with efficiency and impartiality
- Maintaining accurate records and files
- Representing the County in meetings with groups and individuals
- Dealing successfully with the public, in person and over the telephone, often where relations may be confrontational or strained
- Making oral and presentations and testify in court

Ability to:

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification

- Document inspections, correct violations, and carrying out court procedures as required
- Read and interpret legal documents and descriptions
- Exercise considerable independence and discretion on assignments
- Maintain composure, keep emotions in check, control anger, and avoid aggressive behavior, even in very difficult situations
- Perform calmly, purposefully and appropriately in stressful situations
- Communicate competently and effectively in writing and verbally as appropriate for the needs of the audience
- Develop constructive and cooperative working relationships with others and maintain them over time
- Pay careful attention to detail and be thorough in completing work tasks
- Enforce regulations firmly, tactfully and impartially

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Drive a motor vehicle in order to attend meetings and inspect properties
- Strength and stamina to inspect various residential, commercial or industrial properties or other facilities
- Occasional bending, stooping, squatting, climbing, reaching above and at shoulder level, kneeling, pushing/pulling, and twisting at waist
- Strength and mobility to lift and/or maneuver up to 50 pounds

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Work is performed both in the office and in the field at various residential, commercial and public buildings, as well as vacant land
- Work with exposure to potentially hazardous chemicals, uneven footing, inclement weather, temperature extremes, or other potentially dangerous conditions
- Exposure to loud noises at industrial sites; potential hazards at various construction sites; hazards of electrical wiring; fumes and odors of gases and exhaust; dust of households, storage spaces; animal and human waste; toxic chemicals and hazardous waste; dissatisfied and potentially hostile individuals
- May be required to work extended hours, weekends, holidays, evenings or irregular work shifts

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- Possess a valid California Driver's License
- Completed P.C. 832 certificate
- Possess a CACEO, Certified Code Enforcement Officer (CCEO) certification
- Maintain professional development and continuing education activities for ongoing certification as required by the position

Special Requirements:

- Must successfully complete an extensive and thorough background investigation, which may include Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Possession of the CCEO certificate (or other technical certificate(s) as determined by the appointing authority) and three years of experience equivalent to the County’s class of Code Enforcement Officer I/II.

PREFERRED: In addition to the minimum, additional years of experience as a Code Enforcement Officer, or similar enforcement official and/or an Associate’s degree with major course work in civil or criminal law, public/business administration, engineering, construction, planning, or other courses directly related to the class. Additional experience as outlined above may be substituted for the education on a year for year basis.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Approval: Department Head

Human Resources Approval: Analyst

Date:

Date:

Signature: _____

Signature: _____

EEOC: C
WC: 9410

Established: July 2023
Revised: