

## **CODE COMPLIANCE INSPECTOR I/II**

### **DEFINITION**

Under supervision, performs investigations and on-site inspections necessary for the administration and enforcement of the County zoning, building, grading and erosion control codes and related laws and regulations governing land use and does other related work as required.

### **DISTINGUISHING CHARACTERISTICS**

#### **Code Compliance Inspector I**

This is the entry-level class in the Code Compliance Inspector class series. Incumbents Employees in this class are initially assigned routine investigations and well-defined segments of complex investigations. The work is done according to established procedures and initially performed under close supervision. Supervisory controls decrease as incumbents gain more knowledge and exhibit an ability to assume more responsibility and independently perform increasingly difficult assignments. Incumbents may, under the flexible staffing policy, promote to the Code Compliance Inspector II level provided they progress satisfactorily and meet the qualifications of the higher class.

Code Compliance Inspector I differs from the next higher class of Code Compliance Inspector II by the requirement for more detailed supervision with work assignments being reviewed during work process as well as upon completion, and by the lesser degree of knowledge required of provisions of the County zoning, building, and grading and erosion-control codes, and other laws and regulations governing land use.

#### **Code Compliance Inspector II**

This is the working level class in the Code Compliance Inspector class series. Employees in this class are expected to perform a full range of difficult zoning, building and grading and erosion-control code investigation work under limited supervision.

The class of Code Compliance Inspector II is distinguished from the next lower class of Code Compliance Inspector I by the requirement for a working knowledge of the county zoning, building and grading and erosion-control codes; by the degree of independence under which the work is performed; and by the scope of responsibility and latitude of judgment given.

The class of Code Compliance Inspector II is distinguished from the next higher class of Senior Code Compliance Inspector and Supervising Code Compliance Inspector by the absence of lead and supervisory responsibilities, respectively, over subordinate staff.

The Code Compliance Inspector class series is distinguished from the Building Inspector series in that the latter inspect building and structures during construction, alteration, or repair for compliance to building codes, ordinances, and administrative orders for conformance to approved plans and specifications for which a building permit has been issued.

### **EXAMPLES OF DUTIES**

Nothing in this specification restricts management's right to assign or reassign duties and responsibilities to this job at any time.

1. Conducts investigations, including on-site inspections, to substantiate existing land use; verifies compliance with permit conditions, zoning, building, grading, erosion-control codes, and other

applicable laws and regulations governing land use.

2. Gathers evidence, information, and documentation to support action for gaining compliance.
3. Provides the public with technical information and instructions concerning allowable land uses under the various ordinances; how the existing land use may be illegal or allowable only under special permits and compliance procedures; promotes voluntary compliance through discussion and persuasion while preparing for formal prosecution in the event that becomes necessary.
4. Analyzes all facts and evidence gathered to determine legality of alleged activity; identifies and interviews responsible parties; recommends possible civil/criminal penalties; determines the nature of the violation; prepares and issues citations for violations of the various codes; determines if cause exists to refer the case to other agencies for investigation.
5. Coordinates investigations with other law enforcement or regulatory agencies; confers with the District Attorney's Office, the Office of the County Counsel, Planning Department or Building Services Department staff concerning cases under investigation; requests, obtains, and executes inspection warrants when necessary; may appear as a witness in court or at appeal hearings.
6. Complies and prepares reports on investigations; prepares correspondence; inputs, accesses, and analyzes data using a computer.
7. Maintains case files and provides case management for assigned cases.

## **QUALIFICATIONS**

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

### **Knowledge and Skills:**

#### **Code Compliance Inspector I**

##### **Working knowledge of:**

1. Recordkeeping procedures and practices.

##### **Some knowledge of:**

1. Methods and techniques used in investigations
2. Methods and system of legal enforcement and court procedures
3. Federal, State, and local regulatory agencies and their requirements
4. General purpose and intent of applicable codes and ordinances governing building construction, zoning, grading, and erosion-control codes.

#### **Code Compliance Inspector II**

##### **Working knowledge of:**

1. Zoning, building, grading, and erosion-control codes

2. Principles, methods, and techniques used in investigations and enforcement work including appropriate legal requirements and constraints.

Skill and Ability to:

1. Gather and evaluate facts and evidence and draw logical conclusions
2. Maintain accurate and legible field notes
3. Write clear, concise, and comprehensive reports and correspondence
4. Research, read, interpret, and apply zoning, environmental, and building ordinances and related regulations, laws, and other ordinance governing land use in an objective, accurate way
5. Communicate clearly and effectively with the public for the purpose of gaining cooperation through discussion and persuasion
6. Complete thorough, accurate investigations of violations and follow up to achieve compliance
7. Maintain cooperative relationships with co-workers and others contacted through the course of work; respond in a positive manner to supervision and attend and perform duties on a regular and consistent basis

Code Compliance Inspector II

Skill and Ability to:

1. All of the above, plus ability to testify in administrative hearings and courts of law.

**REQUIRED CONDITIONS OF EMPLOYMENT**

As a condition of employment, the incumbent will be required to:

1. Possess a valid California Class C Driver License and a satisfactory driving record
2. Work in an environment which includes interactions with potentially hostile individuals
3. Exposure to variable temperatures, work outdoors, or on uneven ground/floor surfaces; slippery surfaces, or come in contact with water; work at elevations above ground level; work in adverse weather conditions; come in contact with dust, pollen, and silica dust such as asbestos in old homes; infections, such as tick-borne Lyme disease; corrosive chemicals requiring OSHA Material Safety Data sheets; plant, animal, or food materials or waste.

**EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING**

Any combination of training, education and/or experience which provides the knowledge, skills and abilities and required conditions of employment listed above is qualifying. An example of a way these requirements might be acquired is:

Code Compliance Inspector I

Experience: One year of experience in utilizing the uniform construction codes in the construction and

building trades or one year of experience in utilizing zoning or other land regulations.

OR

One year of experience in an investigative position or related code enforcement field

Education: Completion of coursework in building or construction inspection, zoning, or other land use regulations.

OR

Completion of coursework in investigative techniques and practices.

### Code Compliance Inspector II

Experience: All of the above, and in addition: One year of experience independently making inspections in all types of zoning, building, grading, and erosion-control codes and related laws and regulations governing land use.

### **PHYSICAL AND SENSORY REQUIREMENTS**

The physical and sensory abilities required for this classification include:

1. Physical stamina and mobility to bend, stoop, climb, and twist while conducting a site inspection under a house, in an attic, or walking through brush
2. Walk over uneven terrain such as unpaved roads, hills, trails, construction sites, and streams
3. Perform tasks which require coordination and balance, such as walking on narrow ledges
4. Ability to detect odors such as leaking gas
5. Ability to distinguish location of non-speech sounds such as the pounding of nails or sounds of labor camp
6. Ability to work at a desk or computer; finger and manual dexterity in order to operate a computer keyboard
7. Ability to see, hear, and speak sufficient to communicate and function in a typical office environment.

### **CLASS HISTORY**   **CLASS DATA**

Class Code:	34P25/34P26	Job Group:	14
Established Date:	December 1996	EEO Category:	T
Revised Date:	February 2014	Work Comp. Code:	9410
Former Title:	Code Enforcement Officer I/II	Bargaining/Employee Unit:	J
		FLSA:	C

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Approved by:

/s/ Kim Moore

Human Resources Department

7/8/2014

Date