

## **SENIOR CODE COMPLIANCE INSPECTOR**

### **DEFINITION**

Under direction, coordinates, reviews, and participates in the enforcement and investigation of complaints and violations of the County zoning, building, grading, and erosion control codes and related laws and regulations governing land use. Serve as lead worker to a staff of Code Compliance Inspectors. Provide direction, assigns work and coordinates activities. Reviews completed inspections; provides assistance in unusual or difficult areas of code interpretation and performs other related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This classification is distinguished by lead work responsibility for the oversight and review of the work of code compliance staff, the review and investigation of difficult complaints and violations, and the increased experience requirements. This class is distinguished from the Code Compliance Inspector II in that the latter has no lead work responsibilities and performs a full range of difficult zoning, building and grading and erosion control code investigation under limited supervision. The class of Senior Code Compliance Inspector is distinguished from the next higher class of Supervising Code Compliance Inspector in that the latter is responsible for the supervision of Code Compliance staff.

### **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. Performs lead work responsibilities, including assessment and review of the work of a team of Code Compliance Inspectors on various land use violations and condition compliance issues; provides input to supervisor in performance evaluations of staff.
2. Conducts investigation of complaints and violations involving the County zoning, building, grading, erosion ordinances and other related laws and regulations governing land use. Interviews and identifies responsible parties; gathers evidence, information, and documentation to support action for gaining compliance.
3. Analyzes all facts and evidence gathered to determine legality of alleged activity; recommends possible civil/criminal penalties; prepares and issues citations for violations of the various codes; determine if cause exists to refer to other agencies.
4. Assists in the preparation of technical reports for County Counsel/District Attorney action. Recommends alternative compliance actions. Review recommendations for conformance with Federal, State and County laws, ordinances, and regulations. Explains local and county policies related to land use violations and condition compliance issues.
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. Serves as subject matter resource to the other Code Compliance Inspectors and may recommend solutions to complex problems that are consistent with program goals; may review and comment on impact of proposed ordinances, legislation, and regulations.
7. Provides technical program information and policy interpretations for the public business and professional representatives and other agency staff; may represent the department on program matters at meetings, commissions, committees, boards, and public hearings.

## **QUALIFICATIONS**

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

### **Knowledge and Skills:**

#### **Thorough knowledge of:**

1. Principles, practices, and techniques of code enforcement and condition compliance procedures
2. Principles, methods and techniques used in investigations and enforcement work including appropriate legal requirements and constraints
3. Methods and system of legal enforcement and court procedures
4. Federal, State and local regulatory agencies and requirements
5. General purpose and intent of applicable codes and ordinances governing building construction, zoning, grading, and erosion control codes

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

1. Graphic techniques, computer methods and quantitative methods as applied to code enforcement and condition compliance procedures
2. Principles and practices of supervision, including office organization, scheduling, training, evaluation, and discipline
3. Zoning, building, grading and erosion control codes

### **Skill and Ability to:**

1. Use and apply basic computer techniques and skill
2. Coordinate the work of others in the preparation of code violations and condition compliance reports and assist subordinate staff
3. Analyze and draw logical conclusions from data
4. Research, read, interpret, explain and apply complex ordinances and related regulations, laws and other ordinances governing land use in an objective, accurate way
5. Communicate effectively, both written and orally, in order to prepare reports and correspondence to professional colleagues, subordinate staff, commissioners, board members, and the public; write clear, concise and comprehensive reports; and correspondence; maintain clear and accurate field notes
6. Gain voluntary cooperation and compliance from the public through discussion and persuasion; resolve conflicts, ability to handle potentially volatile situations; provide excellent and courteous customer service; motivate individual employees to work cooperatively as a team
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
8. Recognize deviations from code requirements and from established policies and procedures; takes appropriate action when necessary
9. Enter and retrieve data and information into/from an automated permit tracking system.
10. Complete thorough accurate investigations of violations and follow up to achieve compliance
11. Testify in a clear, concise and professional manner in administrative hearing 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 maintain a satisfactory driving record
2. Work in an environment that 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 chemical requiring OSA Material Safety Data sheets, plant, animal, 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:

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

AND

Experience: Three (3) years experience in Code Enforcement, including 1 year equivalent to Code Compliance Inspector II with Monterey County OR Four (4) yrs experience in building, zoning, grading erosion control, land use, or related field in a government agency

### **PHYSICAL AND SENSORY REQUIREMENTS**

The physical and sensory abilities required for this classification include:

1. Physical stamina and mobility to bend, stoop, climb, reach, and twist on irregular surfaces that may involve rough terrain, climbing stairs or ladders while conducting an inspection under a house, in the 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 orders such as leaking gas
5. Ability to distinguish location of non-speech sounds such as pounding of nails or sounds from equipment
6. Ability to work at a desk or computer
7. Finger and manual dexterity in order to operate a computer keyboard
8. Ability to see well enough to view sites of investigations and then able to make accurate field notes regarding the existing condition of the site at the time of the investigation.

**CLASS HISTORY**

Class Code: 34P27  
Established Date: August 28, 2001  
Revised Date: June 2015  
Former Title: Senior Code Enforcement  
Officer

**CLASS DATA**

Job Group: 14  
EEO Category: T  
Work Comp. Code: 9410  
Bargaining/Employee Unit: J  
FLSA: N

Prepared by: Margarita Arista, Senior HR Analyst

Approved by:

  
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Human Resources Department JPS

7/14/15

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Date