SENIOR CODE ENFORCEMENT OFFICER

DEFINITION
Under general supervision, promotes and enhances the property value and general welfare of the City by enforcing the City's Municipal Code and Health & Safety Codes.

ESSENTIAL FUNCTIONS
Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
• Performs field inspections and enforces the City’s Municipal Code and Health & Safety Codes;
• Provides technical and functional leadership to staff engaged in the enforcement of Municipal and Health & Safety Codes;
• Contacts property owners, departments and other agencies to discuss code violations and compliance with Municipal Codes;
• Conducts hearings for noncompliance of property maintenance violations;
• Prepares requisitions and recommends selection of purchase for supplies and materials;
• Monitors and reviews progress, efficiency and quality of work activities;
• Provides input to evaluate performance of Code Enforcement Officers;
• Assist in implementing Division rules and procedures.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
• Knowledgeable of local, state, and federal Zoning and Health & Safety Codes and regulations, quality customer services methods, and conflict resolutions techniques;
• Skilled in writing clear and concise reports, providing and following oral and written instructions, establishing and maintaining positive and productive working relationships with both internal and external customers, working independently and as team leader, providing technical guidance to other staff in working activities;
• Ability to perform and train other employees on essential duties, effectively communicate verbally and in writing with all levels of staff and public;
• Proficient in the use of a personal computer hardware and software packages.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in indoor and outdoor environments. Work may require frequent standing, walking and bending. Incumbents may be exposed to repetitive motion, vision to monitor, unsafe building and construction sites, hazardous chemicals and airborne exhausts and fumes.

QUALIFICATIONS
High school diploma or equivalent AND three (3) years of progressively responsible experience in Code Enforcement or Zoning. Must possess at the time of application and maintain a valid California Driver’s License.