

## CITY OF LATHROP

### CODE COMPLIANCE OFFICER I/II/III

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under general supervision, learns to perform and performs skilled inspection work in the enforcement of building, zoning, mechanical, plumbing, electrical, housing and other related codes and regulations governing the construction, alteration, repair and use of buildings and structures; conducts nuisance inspections and posts notices as appropriate; assists in the review of building plans and zoning codes and laws; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

##### **Code Compliance Officer I**

The **Code Compliance Officer I** is the entry level class in the code compliance officer series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform inspections of a more routine nature and learn City policies and specific methods and techniques of inspection and code compliance work. This classification is alternatively staffed with Code Compliance Officer II, and incumbents may advance to the next higher level after gaining experience, obtains required certificates and training, and demonstrating a level of proficiency that meets the qualifications of the higher level class.

##### **Code Compliance Officer II**

The **Code Compliance Officers II** is the journey level class responsible for performing the full scope of assigned duties. Incumbents are considered full range inspectors, skilled in making inspections - and enforcing codes and regulations in a broad range of building and related codes. The work requires independence and discretion in both field inspections -in the office and on the phone. This classification differs from the next higher classification of Code Officer III in that the latter performs the more complex assignments.

##### **Code Compliance Officer III**

The **Code Compliance Officer III** is the advanced journey level class responsible for performing the full scope of routine and complex assigned duties. Incumbents are considered full range inspectors, skilled in making inspections- and enforcing codes and regulations in a broad range of building and related codes. Assignments are varied and require the exercise of considerable judgment and discretion in both field inspections and plan checks. This classification differs from the next higher classification of Code Compliance Supervisor in that the latter provides overall supervision and performs the most complex assignments.

#### **SUPERVISION RECEIVED/EXERCISED:**

##### **Code Compliance Officer I**

Receives immediate supervision from the Code Compliance Supervisor, or their designee. Incumbents in this class do not routinely exercise supervision.

**Code Compliance Officer II**

Receives general supervision from the Code Compliance Supervisor, or their designee. May exercise functional and technical supervision over, and provide training to less experienced inspectors and office support staff.

**Code Compliance Officer III**

Receives general supervision from the Code Compliance Supervisor, or their designee. May exercise functional and technical supervision over, and provide training to less experienced inspectors and office support staff.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Ensures compliance with applicable laws, ordinances and all applicable Uniform Housing Codes and municipal codes to ensure the health, safety and welfare of the public; keeps informed of changes and new legislation pertaining to municipal codes and related regulations.
- Interprets codes and regulations; explains required inspections and construction requirements; advises owners on matters related to building permits; investigates and resolves building and related complaints; maintains records and files of inspections made and actions taken.
- Conducts field inspections to check for code violations, including building, zoning, ordinances, weed abatement, and business licensing; conducts inspections of existing buildings to determine hazardous conditions; prepares warning letters to negligent owners or contractors, and carries negligent cases through prosecution in situations of non-compliance; coordinates activities with other departments and outside agencies; writes citations as necessary.
- Investigates nuisance complaints; takes pictures as appropriate; posts compliance notices and meets with owners; prepares related correspondence; looks for construction or alterations being performed without proper building permits.
- Drafts recommendations for changes in inspection related policies; prepares building inspection and code compliance reports; prepares legal forms and correspondence; makes presentations to staff, committees and the public.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management, staff and the public.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment and acute hearing is required when providing phone and personal service. The need to lift, carry, pull and push tools, supplies and other equipment weighing 25 pounds or more is also required. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold. The position entails working in situations that may expose the employee to fumes or airborne particles, electrical shock or mechanical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Code Compliance Officer I/II/III**. A typical way of obtaining the required qualifications is to possess the equivalent of:

**Code Compliance Officer I**

Two years of experience as a journey level craft worker in the building trades or law enforcement experience and a high school diploma or equivalent. Specialized coursework in pre-engineering, construction technology or code enforcement is desirable.

**Code Compliance Officer II**

Three years of experience as a journey level craft worker in the building trades, or one year of law enforcement related field, or two years of municipal building inspection experience equivalent to that of a Code Compliance Officer I with the City of Lathrop or other similar entity or agency. A high school diploma or equivalent supplemented by specialized coursework in pre-engineering, construction technology or code enforcement.

**Code Compliance Officer III**

Four years of experience as a journey level craft worker in the building trades, or two years of law enforcement related field, or one year of municipal building inspection experience equivalent to that of a Code Compliance Officer II with the City of Lathrop or other similar entity or agency. A high school diploma or equivalent supplemented by specialized coursework in pre-engineering, construction technology or code enforcement.

**License/Certificate:**

**Code Compliance Officer I**

Possession of, or ability to obtain, a valid Class C California driver's license; Incumbents must possess a -Basic Module CEO 1 Certification and P.O.S.T 832 Powers of Arrest within one year of appointment.

**Code Compliance Officer II**

Possession of, or ability to obtain, a valid Class C California driver's license; possession of a -Basic Module CEO 1 and Intermediate Module CEO 1 certifications and P.O.S.T. 832 Powers of Arrest.

**Code Compliance Officer III**

Possession of, or ability to obtain, a valid Class C California driver's license; possession of a -Basic Module CEO 1, Intermediate Module CEO 1 and Advanced Module CEO 1 certifications and P.O.S.T. 832 Powers of Arrest.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I / II and III levels.)*

**Knowledge of:**

Modern principles, practices and methods used in various building construction areas, including plumbing, electrical and mechanical; inspection and seizure warrant procedures; principles of structural design and engineering mathematics; operational characteristics and use of standard equipment used in building inspection and the building trades; applicable federal, state and local laws, codes and regulations, including laws, ordinances and codes related to building construction and zoning; methods and techniques of scheduling work assignments; basic principles of mathematics and record keeping; occupational hazards and standard safety practices.

**Ability to:**

Apply policies, procedures, codes and regulations pertaining to building inspection; read and interpret complex plans and specifications; apply technical knowledge and follow proper inspection techniques to examine components and materials and detect deviations from plans, regulations and standard construction practices; maintain I.C.B.O. or ICC certification through continuing education programs; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Safely and effectively operate tools and equipment used in building inspection and the building trades; operate an office computer and a variety of word processing and software applications, including inspection tracking systems.