

SENIOR CODE ENFORCEMENT OFFICER

Definition:

Under general supervision investigates and reports on a wide variety of complaints, violations and concerns in the enforcement of the Municipal Code, Uniform Housing Code and other applicable local, state and federal laws and regulations to include housing, zoning and land use conditions; provides lead direction to staff as assigned and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in the class include the following:

Receives and investigates a variety of code enforcement related complaints to include the more sensitive, involved and difficult issues and violations.

Investigates a wide variety of potential code violations in the field to include those in businesses, single and multi-family housing, other structures, vacant lots and other property.

Enforces the Fullerton Municipal Code and other legally adopted codes and ordinances.

Schedules/assigns the work of and assists in the training of assigned staff and provides direction as needed.

Serves as a representative of the City for neighborhood and other groups.

Compiles data and prepares comprehensive and accurate investigation reports.

Notifies violators and advises on remedial actions necessary to abate violations.

Prepares notices of violation and monitors abatement progress.

Issues citations and appears in court as required.

Provides general information and interpretation of housing and municipal code regulations.

Coordinates inspections within the City and other governmental agencies in the enforcement of regulations.

Uses basic hand tools and a camera.

Drives a vehicle on City business.

Operates a personal computer and uses applicable software.

Other Duties and Responsibilities Include:

Lifts and carries boxes files and other items weighing 30 pounds or less.

Posts notices using a hammer and/or staple gun.

Performs other projects/tasks as assigned.

Class Characteristics:

Senior Code Enforcement Officer is a single incumbent, lead and technical position in the Community Development Department with duties specifically related to code enforcement.

Contacts and Relationships:

The Senior Code Enforcement Officer establishes and maintains contact with other Community Development Department staff and staff in other City departments. Substantial contact is made with the public, requiring diplomacy and tact when dealing with code enforcement violations and policies. Other contact is established and maintained with other governmental agencies involved in code enforcement matters.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class include the following:

Knowledge of:

Principles and practices of code enforcement.

Investigative techniques and report writing.

Report writing.

Regulations and requirements related to court evidence.

English usage and grammar.

Effective public contact skills.

Research methods and techniques.

Basic supervisory techniques.

AND

Ability to:

Read and interpret local, state and federal laws and regulations relating to housing, zoning and land use.

Use good judgment and make sound decisions in accordance with established procedures and policies.

Initiate corrective action to code related violations.

Analyze and evaluate data.

Provide effective direction to other staff members.

Communicate effectively orally and in writing.

Understand and follow oral and written directions independently.

Meet the public with tact and courtesy.

Prepare clear and concise reports and correspondence.

Operate a personal computer and use applicable software.

Establish and maintain effective relationships with those contacted in the course of work.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Graduation from high school.

AND

Experience:

Three years of experience as a Code Enforcement Officer.

Special Requirements Include:

Valid and appropriate California Driver's License and acceptable driving record at time of appointment and throughout employment in this position.

The City of Fullerton's Conflict of Interest Code requires that the Senior Code Enforcement Officer file financial disclosure statements in accordance with state and local laws.

Ability to work a flexible schedule to accommodate City needs.

Possession of a valid Penal Code 832 Certification at time of appointment.

Possession of a basic Code Enforcement Officer Certificate as issued by a recognized Code Enforcement Association within six months of appointment and throughout employment in this position.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and on-site. When work is performed on-site the incumbent may be exposed to the elements. The incumbent uses a computer, keyboard and related equipment, drives a vehicle on City business, sits, stands, walks, reaches and grasps. When performing inspections the incumbent uses basic hand tools and a camera and stands and walks on slippery/uneven surfaces, kneels, crouches, twists, climbs ladders and inclines, reaches, bends and may be exposed to grease/oil, fumes, solvents or chemicals, dust, electrical and mechanical hazards and vehicular traffic. The incumbent grasps, lifts and carries boxes of records and other items weighing 30 pounds or less. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Revised July 2011 and Title Changed from Senior Community Preservation Officer
Revised July 2006 and Title Changed from Senior Code Enforcement Officer
Established July 2001