

SENIOR CODE ENFORCEMENT INSPECTOR

DEFINITION

To organize, assign and review the work of personnel engaged in the inspection and enforcement of various codes and ordinances, and/or to perform code enforcement duties requiring specialized knowledge related to enforcing Housing and Tobacco Use ordinances; and to perform a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Code Enforcement Inspector series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, and independence of action taken, and the amount of time spent performing the more complex duties. Employees perform the most difficult and responsible types of duties assigned to classes within this series, which includes providing technical and functional supervision over assigned personnel and/or performing code enforcement activities related to Housing and Tobacco Use ordinances. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED

Receives direction from Code Enforcement Supervisor. May also receive direction from the Neighborhood Partnership Manager or other assigned supervisory personnel.

SUPERVISION EXERCISED

May exercise technical and functional supervision over the Code Enforcement Inspectors.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Perform the most complex, specialized and advanced level inspections to ensure City ordinances and codes are being followed; review difficult cases with staff; coordinate, implement and monitor code enforcement and inspection related activities.

Coordinate joint enforcement activities with other City divisions, departments and outside agencies as necessary.

Work with property owners, property managers, business owners, rental housing associations, tenants, contractors and neighborhood groups to enhance and preserve the quality of neighborhoods through educational and code enforcement efforts.

ESSENTIAL DUTIES (continued)

Respond in person, by phone, or in writing to inquiries regarding inspection fees and complaints regarding inspection procedures.

Interpret and explain various building, housing and related codes and regulations and inspection program procedures to citizens and property owners and property managers.

Ensure residential rental units, motels and hotel are in compliance with the City rent control regulations relating to decontrol of rental units.

Conduct field surveys and inspections of private properties to ascertain whether the property, business and/or dwellings are in violation of state and local laws and ordinances; prepare and maintain manual and electric records of finding, photographs, notices and other enforcement actions.

Assist other inspectors in responding to and investigating complaints from the public, tenants and City staff regarding possible violations of City residential, building, community, rental, zoning, sign and other property codes.

Attend, facilitate prepare and deliver public presentations/meetings and written materials for small and large audiences including but not limited to community associations, homeowner associations, merchants associations, and other community and business area meetings.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

When assigned to Code Enforcement:

Plan, prioritize, review, and participate in the work of staff assigned to a variety of code enforcement and inspection activities.

Develop schedules and methods to accomplish assignments ensuring all work is completed in a timely and efficient manner.

Participate in evaluating the activities of staff, recommending improvements and modifications; provide and coordinate staff trainings.

Assist in implementation of Rental Inspection Program by providing recommendations and information about difficult cases and assisting in lien hearings; coordinate and prepare forms and data as directed.

ESSENTIAL DUTIES (continued)

When assigned to Housing and Tobacco Enforcement:

Perform specialized code enforcement related duties specific to Unpermitted Building Construction, Use Permit Violations, and the Tobacco Ordinance; inspect zoning violations, construction without permit violations and tobacco retail inspections and compliance; ensure properties are compliant with current health, safety and building code requirements.

Research methods and develop procedures and policies for pro-active code enforcement and inspection procedures for newly issued use permits, unpermitted construction (work that has been performed without the benefit of a building, plumbing, electrical or mechanical permit) and tobacco related violations.

Prepare reports and document case information; represent the City in hearings of contested code enforcement activities; testify in court or other legal proceedings as required.

Work with property owners, property managers, business owners, rental housing associations, neighborhood groups, and tenants to enhance and preserve the quality of neighborhoods through educational and code enforcement efforts.

Initiate investigations related to land use, construction and property maintenance violations.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Advanced principles, methods and practices of code enforcement.

Advanced methods for the inspection of buildings and properties.

Principles and practices of technical and functional supervision, training, and performance evaluation, including safety practices and related record-keeping.

Hayward Municipal Code, Zoning Ordinance, Uniform Housing, Building, Plumbing, Electrical and Mechanical Codes, Tobacco Ordinance and any other applicable City and State codes, ordinances and policies related to code enforcement.

City services and municipal organizational structure as related to code enforcement and inspection.

Procedures, methods, standards and materials used in building, plumbing, electrical and mechanical construction.

Techniques used in negotiation and conflict resolution.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Business letter writing and report preparation.

English usage, spelling, grammar and punctuation.

Principles and practices of good customer service.

Principles and practices of work safety.

Modern office equipment and procedures including use of a variety of software applications.

Ability to:

Provide technical and functional supervision over assigned staff; effectively evaluate and train staff.

Independently perform the most complex and specialized duties related to code enforcement and inspection activities.

Establish and maintain effective relationships with community services agencies, civic groups, and the general public.

Assist in the interpretation, development and implementation of Ordinances, regulations and policies pertaining to assigned programs and projects.

Understand, interpret, explain and apply all applicable codes and ordinances related to code enforcement and inspection activities.

Communicate clearly and concisely, both orally and in writing.

Review and prepare letters, correspondence and reports.

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

Operate a personal computer.

Deal effectively and tactfully with property owners, managers and tenants and contractors.

Analyze situations carefully and adopt effective courses of action.

Analyze, compile and organize a variety of information related to code enforcement.

Develop and implement code compliance policies.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two years of full time experience similar to a Code Enforcement Inspector II with the City of Hayward.

Education: Equivalent to the completion of the twelfth grade. College level coursework or vocational training in building, housing, electrical and mechanical construction/inspection is desirable.

Licenses and Certificates: Possession and maintenance of a valid driver's license is required. When assigned to Code Enforcement, certification by California Association of Code Enforcement Officers (CACEO) or similar organization as a certified code enforcement officer is required within 18 months of appointment. When assigned to Housing and Tobacco Enforcement, certification by International Code Council (ICC) as a building inspector is required within 18 months of appointment.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: inspect various building and housing sites; perform various physical activities on a regular basis including sitting, standing, walking, kneeling, reaching, turning, bending, climbing and twisting with exposure to various weather conditions; work in an office environment and use standard office equipment and current software; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; periodically sit for prolonged periods of time; conduct City business during day and evening hours, including occasional weekend and irregular hours, safely lift and move equipment and material weighing up to 35 pounds; converse by telephone, by email, in person; read and comprehend legal, technical, and complex documents; interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) year
687CS12

Created August 2012

AAP GROUP: 5

FPPC STATUS: Designated

FLSA STATUS: Non-Exempt