

CODE ENFORCEMENT OFFICER III

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, to perform advanced journey level code enforcement duties involved in conducting the most difficult code inspections pertaining to health and safety, building and property maintenance, storage, public nuisances, occupancy, and zoning regulations; to investigate the full range of citizen complaints of code violations; to interpret, explain, and enforce codes and ordinances; and to perform related duties as assigned.

CLASS CHARACTERISTICS

This is the advanced journey level class in the Code Enforcement Officer series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of code enforcement duties. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility and may provide lead direction and training to less experienced Code Enforcement Officers.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Performs the more difficult and problematic code enforcement activities; investigates the full range of citizen complaints of code violations; conducts the most difficult inspections pertaining to health and safety conditions, building and property maintenance, storage, public nuisances, occupancy standards, and zoning regulations; interprets, explains, and enforces codes and ordinances; reads plans and blueprints; conducts site inspections and photographs violations; attempts to elicit compliance through verbal persuasion; issues citations or prepares written notices of violation as appropriate; abates vehicles; maintains records of investigations and inspections; prepares correspondence and staff reports; coordinates general investigations with Police and other government agencies; consults with supervisor regarding difficult and problematic inspections and keeps him/her informed as to the course of action; appears as a witness in court or before City Council; may advise subordinates on code interpretation problems encountered in the field; may provide lead supervision to lower level staff, conducts field training for new inspectors and on-going training to the experienced inspectors on a regular as-needed basis.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of lead supervision and training;
- Pertinent Federal, State, and local laws, codes, and regulations including the Oceanside City Code, Comprehensive Zoning Ordinance, Uniform Housing Code, Sign Ordinance, and Vehicle Abatement Program regulations;
- Principles and practices of inspection and enforcement;
- Methods of construction and acceptable health, safety, and occupancy standards;
- City geography;
- Modern office procedures, methods, and equipment including computers and applicable software applications;
- Principles and procedures of record keeping; and
- Principles of business letter writing and basic report preparation.

Ability to:

- Exercise independent judgment and initiative in dealing with the most difficult inspection issues and problems;
- Provide technical supervision and training to assigned staff;
- Interpret, explain, and enforce the full range of technical and legal codes, ordinances, and regulations;
- Effectively meet the public in situations requiring tact, patience, composure, and courtesy;
- Interpret blueprints, drawings, and plans;
- Provide testimony and evidence in court proceedings;
- Take photographs;
- Compose routine correspondence and staff reports;
- Maintain and update accurate records and files;
- Prepare clear and concise reports;
- Perform basic arithmetic calculations accurately;
- Work variable hours, weekends, and/or holidays;
- Understand and carry out oral and written instructions;
- Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain effective relationships with those contacted in the course of work.

Experience and Training Guidelines

Experience: Three years of code enforcement experience.

Training: Equivalent to the completion of the twelfth grade supplemented by specialized Peace Officer training.

License or Certificate:

- Possession of Peace Officer's Course PC 832 "Laws of Arrest" Certificate.
- Possession of an appropriate, valid California driver's license at the time of appointment.

WORKING CONDITIONS

Environmental Conditions: Office and field environment; travel from site to site to conduct inspections; exposure to inclement weather; extensive public contact.

Physical Conditions: Essential functions may require maintaining physical condition necessary for sitting, walking, or standing for prolonged periods of time; climbing; bending; twisting; exercising full range of motion of the arms, hands, wrists, and fingers; occasional pushing/pulling; lifting; stooping; crouching; kneeling; speaking and hearing to exchange information; visual acuity to read and interpret specifications and drawings and conduct inspections.