

## COUNTY OF SOLANO

### CODE COMPLIANCE OFFICER (ENTRY)

#### **DEFINITION**

Conducts investigations, field inspections and analysis as necessary for the administration and enforcement of the County ordinances and codes governing housing violations and abandoned vehicles.

#### **CLASS CHARACTERISTICS**

This is the entry level in the Code Compliance Officer series. Incumbents are expected to learn how to investigate housing, zoning and abandoned vehicle complaints. This class is distinguished from Code Compliance Officer in that the latter works independently and is expected to handle most code compliance problems without direct supervision. It is further distinguished from Building Inspector in that the latter is required to read and interpret building plans of a more complex nature and is required to follow-up on complaints relating to construction.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Building Official.

Exercises no supervision.

#### **EXAMPLES OF DUTIES** –*Duties may include but are not limited to the following:*

Investigates substandard building complaints and notifies property owners of violation; prepares case files; takes photographs of violations; performs routine follow-up investigation to ensure compliance and notifies concerned parties of action taken; posts and mails notices; learns to prepare hearing agendas and notifications of hearings.

Coordinates with the Planning Division to insure compliance with use permits, variances and development plans where applicants have been required to implement certain improvements to meet County requirements.

Receives and investigates complaints from citizens and other sources regarding abandoned vehicles on public right-of-way or on private property; fills out notice of violation and/or order to remove vehicles in accordance with County laws.

Researches property ownership and parcel history; researches ordinances and history of ordinances; prepares weekly and monthly reports as part of the investigation of complaints.

Learns to and assists with the preparation of cases for court; testifies in court trials.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Techniques, methods and procedures used in the investigation and detection of suspected property and abatement program violations.

Effective interviewing techniques necessary to obtaining investigative data and personal information.

Rules of evidence used in court procedures.

Right of entry laws.

### **Skill to:**

Operate office equipment including a personal computer, copy and fax machines and printers.

Drive a motor vehicle.

### **Ability to:**

Interpret regulations, ordinances, codes and administrative procedures and enforce same with impartiality.

Perform field inspection and enforcement work.

Learn Solano County laws, rules, regulations and ordinances as they pertain to code enforcement.

Establish and maintain effective working relationships with property owners, vehicle owners and the public.

Make decisions and independent judgments.

Communicate effectively with people of diverse socio-economic backgrounds and temperaments.

Establish and maintain cooperative working relationships; deal firmly and fairly with clients of various socio-economic backgrounds and temperaments; demonstrate tact and diplomacy.

Prepare brief narrative and statistical reports; and document actions taken

Organize and prioritize work assignments.

Make routine arithmetical calculations.

Research regulations, procedures and/or technical reference materials relating to code enforcement regulations.

### **EXPERIENCE AND EDUCATION/TRAINING**

#### **Experience:**

One year of experience comparable to a Planning Technician, a Building Permits Technician or one year of investigations work relating to law enforcement or the enforcement of housing laws, codes and regulations.

#### **Education/Training:**

Vocational/technical course work in the building trades.

### **SPECIAL REQUIREMENTS**

Possession of, or ability to obtain, a valid Class C California Driver's License is required.

Candidates for positions in this class will be required to pass a background investigation in accordance with applicable law, regulation and/or policy.

Must pass a physical examination as a condition of hire.

### **SUPPLEMENTAL INFORMATION**

Incumbents in this classification can be re-allocated to the position of Code Compliance Officer upon the successful completion of eighteen (18) months of satisfactory performance in the Code Compliance Officer – Entry class.

Positions allocated to this class require the ability to learn specific knowledge related to code compliance work.

Independent travel is required.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

**Environmental Factors:** Requires the ability to work under conditions where exposure to environmental factors poses a risk of minor injury or illness. Incumbents primarily work in the field, rather than in an office with some risk of exposure to dust, heat, cold, odors, toxic agents, noise, electrical currents, and traffic hazards.

  
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Director of Human Resources

**Established Date:** September 1999

**Revised Date:** November 2002

**Revised Date:** May 2003

**BOS Date:** June 30, 2003

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