

## **COUNTY OF SOLANO**

### **CODE COMPLIANCE OFFICER**

#### **DEFINITION**

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

#### **CLASS CHARACTERISTICS**

This class is characterized by the responsibility to investigate housing, planning, building, and abandoned vehicle complaints, obtain voluntary compliance as possible and issue citations and initiate legal action as appropriate. This class is 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 direction from the Building Official.

Exercises no supervision.

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

Investigates housing and building code complaints, conducts site inspections, completes inspection reports and notifies property owners of violations; 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; prepares hearing agendas and notifications of hearings; assists appeal boards.

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; prepares and records Assessor lien notifications.

Receives 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 a variety of reports, documentation and correspondence including vehicle information requests, notices of violation, order to comply, etc; prepares and maintains case files and ensures completion of all applicable paperwork.

Prepares cases for court; represents Environmental Management Department in court on enforcement cases; testifies in court trials; prepares declarations and affidavits to obtain inspection warrants from the courts; prepares declarations for injunctions; prepares declarations for civil suits.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

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

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

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

Rules of evidence used in court procedures.

### **Skill to:**

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

Operate a camera.

Drive a motor vehicle.

### **Ability to:**

Ability to interpret regulations, ordinances, codes and administrative procedures and enforce the same with impartiality.

Perform field inspection and enforcement work.

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

Make decisions and independent judgments.

Communicate effectively orally and in writing with people of diverse socio-economic backgrounds and temperaments; demonstrate tact and diplomacy.

Write reports and correspondence; maintain activity and investigation logs.

Establish and maintain cooperative working relationships.

Prepare brief narrative and statistical reports.

Maintain accurate records 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:**

Two years of experience comparable to a Planning Technician, a Building Permits Technician or two years 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.

Must pass a physical examination as a condition of hire.

### **SUPPLEMENTAL INFORMATION**

Independent travel is required.

Incumbents primarily work in the field, rather than in an office.

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

### **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 see, 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; speak clearly.

**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:** January 1993

**Revised Date:** November 2002

**Revised Date:** May 2003

**BOS Date:** June 30, 2003

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