

SENIOR CODE ENFORCEMENT INSPECTOR

DEFINITION

To organize, assign, and review the work of assigned personnel engaged in code enforcement operations within Building Division.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class 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, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing technical and functional supervision and performance of advanced journey level activities. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Building Official.

Exercises technical and functional supervision over code enforcement staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Plan, prioritize, lead, review, and participate in the work of staff involved in a variety of code enforcement duties.

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

Participate in evaluating the activities of staff, recommending improvements and modifications.

Provide or coordinate staff training; work with employees to correct deficiencies.

Establish schedules for code inspection activities; plan, prioritize, assign, and review the work of staff involved in code inspection.

Prepare various reports regarding operations and activities.

Confer with and provide guidance to code enforcement and building inspection staff regarding difficult inspection problems, code interpretations, and enforcement procedures.

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Confer with and give information to involved parties and the public regarding inspections, municipal code provisions, and the enforcement process.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Coordinate code enforcement activities with other City departments, divisions, and outside agencies.

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.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of code enforcement and inspection work.

Equipment, tools and materials used in code enforcement and inspection work.

Principles and practices of supervision, training and performance evaluations.

Principles and practices of budget monitoring.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances and rules.

Ability to:

Organize, implement and direct code enforcement operations/activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent code enforcement and department policies and procedures.

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

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Two years of experience performing work similar to that of a Code Enforcement Inspector in the City of Roseville.

Training:

Equivalent to the completion of the twelfth grade supplemented by college course work in code enforcement, building construction, or a related field.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of certification as a Code Enforcement Administrator by the California Association of Code Enforcement (CACE) is highly desirable.

09-06-14 Senior Code Enforcement Inspector