

CITY OF ROSEVILLE

CODE ENFORCEMENT INSPECTOR I  
CODE ENFORCEMENT INSPECTOR II

DEFINITION

To perform duties related to monitoring and enforcing a variety of City building and engineering codes and ordinances; and to provide information on City regulations to homeowners, tenants and the public.

DISTINGUISHING CHARACTERISTICS

Code Enforcement Inspector I – This is the entry level class in the Code Enforcement Inspector series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Code Enforcement Inspector I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Code Enforcement Inspector II - This is the journey level class in the Code Enforcement Inspector series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Code Enforcement Inspector I

Receives immediate supervision from the Code Enforcement Supervisor.

Code Enforcement Inspector I

Receives direct supervision from the Code Enforcement Supervisor.

Provides technical and functional supervision to assigned staff.

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

Inspect properties and structures for compliance with current City building and zoning codes and regulations; contact homeowners and tenants via phone, letter or in person, notifying them of purpose of inspection.

Prepare arrangements for inspection.

Identify corrective actions to be taken by homeowner; monitor corrections to ensure conformance with codes and regulations; prioritize and arrange action items in an equitable manner to encourage cooperation from owners and tenants.

Investigate complaints of violation of local laws, ordinances, or codes.

Conduct follow-up investigations to ensure compliance with law, code or ordinance; provide follow-up and regular inspection of projects under construction to ensure compliance with conditions of project approval.

Provide information to violators and the general public regarding codes, laws and ordinances. Issue citations and initiate criminal and civil complaints as necessary.

Testify in hearings and court proceedings as necessary.

Set up, implement and monitor a City-wide code compliance plan.

Document and maintain records of code enforcement activities.

Prepare a variety of written reports, memos and correspondence.

Develop statistics and maintain records as required.

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

#### Code Enforcement Inspector I

##### Knowledge of:

Basic principles, practices and techniques of building and safety inspection.

Safe and efficient work practices as they relate to code enforcement.

##### Ability to:

Lean to maintain and update records, logs and reports.

On a continuous basis, know and understand all aspects of the job; prepare reports; know, understand, interpret, and explain department and program policies, procedures, rules, codes, laws and operational procedures; observe, analyze, evaluate and solve code enforcement problems/issues, taking appropriate course of action; remember various inspection rules and codes.

Intermittently, sit at a desk while studying or preparing reports; twist to reach equipment or materials; stand, walk, balance, stoop, kneel, climb, crawl, and bend while performing inspection duties; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means and lift or carry weight of 50 pounds or less.

Learn to interpret, apply, and enforce pertinent codes, ordinances, laws and regulations with impartiality and efficiency; inspecting and identifying violations of code.

Respond to inquiries, complaints and requests for service in a fair, tactful and firm manner.

Communicate clearly and concisely, both orally and in writing.

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

Organize and maintain records; meet deadlines.

Operate modern office equipment and digital camera and photo software.

#### Experience and Training

##### Experience:

No experience is required. One year of experience in code enforcement inspection is desired.

##### Training:

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade, GED, or higher level degree.

#### License or Certificate

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

Possession of CACE (California Association of Code Enforcement) certification is highly desirable.

#### Code Enforcement Inspector II

In addition to the qualifications of the Code Enforcement Inspector I:

##### Knowledge of:

Principles, practices, methods and techniques of code enforcement.

City codes, ordinances, laws and regulations pertaining to health and safety.

General City services and municipal organizational structure as they relate to code enforcement.

Ability to:

Independently interpret, apply, and enforce pertinent codes, ordinances, laws and regulations with impartiality and efficiency; inspecting and identifying violations of code.

Read, understand, interpret and apply rules and regulations.

Experience and Training

Experience:

Two years of increasingly responsible experience in code enforcement and inspection similar to Code Enforcement Inspector I with the City of Roseville.

Training:

Equivalent to completion of the twelfth (12<sup>th</sup>) grade, GED, or higher level degree.

License or Certificate

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

Possession of CACE (California Association of Code Enforcement) certification is highly desirable.

03-13-19	
11-25-17	Code Enforcement Inspector I/II
05-12-07	
12-15-04	
07-29-03	Code Enforcement Inspector
06-03-97	
10-26-90	Code Enforcement Officer
10-01-88	