

## **BUILDING CODE COMPLIANCE OFFICER/ CODE ENFORCEMENT ASSISTANT**

### **DEFINITION**

Under general supervision, to investigate and process complaints of building code violations in the course of attaining compliance with County building codes; to conduct inspections of residential, commercial or industrial structures; to provide investigative and staff support to the Code Enforcement Department in the performance of enforcing land use and vehicle abatement laws and regulations; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This classification has responsibility to the Land Use Agency Building and Code Enforcement departments in the Land Use Agency for staff support, inspection, and enforcement of regulations.

### **REPORTS TO**

Code Enforcement Officer, Building Inspector Supervisor, Chief Building Official and/or Planning Director,

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

### **EXAMPLES OF DUTIES**

Identifies and maintains list of substandard and dilapidated housing; takes reports of code violations; researches complaints (property ownership/history, building permits, etc.); takes appropriate actions to ensure the timely correction of violations; works closely with personnel from other County Departments to formulate clearly documented investigations and reports; refers complaints to other appropriate departments or agencies; writes letters, prepares accurate logs, types inspection reports and all other necessary documentation for office and/or court use; takes photographs; accurately interprets applicable codes, ordinances and regulations; assists with case preparation; testifies appropriately in Court and at hearings; conducts field inspections and investigations/interviews; works with other departments, agencies and law enforcement personnel; provides clerical support to the Code Enforcement Department; provides presentations to the Board of Supervisors; and does other related work as assigned.

## **BUILDING CODE COMPLIANCE OFFICER/CODE ENFORCEMENT ASSISTANT - 2**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; ability to climb, stoop, crouch and kneel; crawl through various areas requiring moving on hands and kneel; walk on sloped ground and uneven surfaces; lift and move object weighing up to 50 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, typewriters, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in office, courtroom, outdoor, and driving environments; work is performed in varying temperatures and weather; exposure to dust, chemicals, oils and gases; exposure to hazards such as moving machinery parts, electrical current; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge of:

- Practices, tools, equipment, and materials used in the general construction trades.
- Accepted safety standards and methods of building construction.
- Building, Land Use and related codes and ordinances enforceable by the County.
- Computer knowledge with word processing.
- Basic letter writing and report preparation.
- Investigation and research techniques and procedures.
- Legal terminology, forms, and procedures.
- Principles of identification, preservation, and presentation of evidence.

#### Ability to:

- Prepare clear and concise written reports, letters and presentations.
- Deal effectively with the public in confrontational situations.
- Learn and apply inspection methods and techniques.
- Learn and apply building and related codes and ordinances enforced by the County.
- Detect deviations from laws, regulations and standard construction practices.
- Read, interpret and explain building plans, specifications and building codes.
- Communicate effectively both orally and in writing.
- Enforce regulations with firmness and tact.
- Establish and maintain cooperative working relationships.

## **BUILDING CODE COMPLIANCE OFFICER/CODE ENFORCEMENT ASSISTANT - 3**

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two (2) years of journey level experience in construction work and the building trades performing a wide variety of building work in conformance with standard building, electrical and plumbing codes. Legal background either in law enforcement, investigations, or legal research.

**Special Requirements:** Possession of a valid California Driver's license issued by the California Department of Motor Vehicles. Possess, or obtain within three (3) years of employment, International Code Council Combination Certificate