



OK SEP

SENIOR CODE ENFORCEMENT OFFICER

AGENCY/DEPARTMENT:
Housing/Code Enforcement

Approved By HR Director:
Date Approved:
Date of Last Revision: 3/25/2003

Reports to: Supervising Code Enforcement Officer
Supervises: Code Enforcement Officers
Conflict of Interest Code Filer: No

JOB SUMMARY: Under general supervision, conducts technical work involving the enforcement of municipal codes; investigates complaints, reports violations, informs the public of relevant municipal codes and explains methods for compliance; performs residential and business property inspections and serves as lead-worker over Code Enforcement Officers; performs other related work as assigned.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Informs the public of City municipal codes and other related codes.
2. Processes and responds to citizen initiated complaints.
3. Develops innovative approaches to encourage property owners and managers to maintain and upgrade property.
4. Participates in the process of reviewing and updating the City's municipal code.
5. Inspects multi-family residential housing units for compliance with municipal and related codes.
6. Investigates zoning issues of a general nature and recommends appropriate action to supervisor.
7. Conducts inspections as part of the business license approval process.
8. Issues citations as required by the City's municipal code and initiates Notice of Violation and other related notices.
9. Prepares case reports and maintains detailed records in a computer database.
10. Testifies as a witness in job related court cases as necessary.
11. Provides technical assistance to code enforcement officers on complex cases, as needed

QUALIFICATION GUIDELINES:

EDUCATION: Two years of college with coursework in Planning, Urban Geography, Administration of Justice, or related field. (Public contact work with primary experience in the area of enforcement of public laws, conducting property inspections, customer service operations and/or complaint investigations may be substituted for college education on a year-for-year basis).

EXPERIENCE: One year as a code enforcement officer or related position.

KNOWLEDGE OF:

- MS Word.
 - Applicable federal, state and local laws, codes and regulations.
 - Investigative techniques.
 - Report writing techniques.
 - Municipal codes and exposure to interpreting them.
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ABILITY TO:

- Communicate effectively both orally and in writing with co-workers, supervisors, management, other department representatives and the public.
 - Learn relevant codes and their purpose.
 - Conduct independent investigations.
 - Research and analyze code violation issues.
 - Maintain routine records.
 - Utilize a computer in the performance of job duties.
 - Interact with the public tactfully, but firmly.
 - Maintain positive and harmonious working relationships with other employees, public officials, and the public.
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LICENSES:

- Valid Class C CA drivers license and an acceptable driving record at time of appointment.

CERTIFICATIONS:

- Obtain ACDE/ICBO Housing Inspection Certificate or ICBO Building Inspector Certificate within six months of appointment.
- Completion of PC832 within six months of appointment.

SPECIAL REQUIREMENTS:

FLSA Exemption Status: Non-Exempt

Employee Unit:

DOT Program Participant: No

Job Family: Code Enforcement

Career Progression: