

CITY OF SOLANA BEACH

CODE COMPLIANCE OFFICER

DEFINITION

Under general supervision, plans and coordinates the enforcement of building, zoning, housing and municipal code violations and initiates enforcement actions. Administers parking citation processing. Receives and reviews building and sign permit application and Business Certificate applications. Assists the Fire Marshal with fire inspection/enforcement activities as required.

CLASS CHARACTERISTICS

The Code Compliance Officer is a single position class assigned directly to the Deputy Fire Chief. The Code Compliance Officer is responsible for conducting investigations and enforcement actions against violators of various Uniform and City codes and ordinances and issues various limited zoning approvals. The Code Compliance Officer also assists the Fire Marshal with a variety of Fire Code related duties.

EXAMPLES OF DUTIES

- ◆ Develops and implements programs and procedures designed to achieve code compliance involving application of related laws, ordinances and regulations. Consults with the City Attorney, city staff, property owners, law enforcement and fire agencies.
- ◆ Receives and Investigates complaints regarding building, zoning, sign, land use, public nuisance, housing, weed abatement and other city codes and ordinances. Prepares case files, conducts investigations, inspections and enforcement actions, including the issuance of criminal citations.
- ◆ Coordinates the scheduling and staffing for follow-up procedures and communications with complainants, attorneys and property owners involved in code violations cases.
- ◆ Prepares cases for legal action and appears in court to present testimony.
- ◆ Prepares and directs programs to provide information to residents and businesses regarding codes, parking regulations, fire regulations and procedures.
- ◆ Coordinates code enforcement activities with other city staff and outside agencies and works in conjunction with other city departments to prepare preferential parking programs and other parking related issues.
- ◆ Prepares and presents agenda items for City Council action, writes ordinances and resolutions for City Council adoption.

- ◆ Participates as a member of the Traffic Safety Commission.
- ◆ Prepares statistical reports involving code enforcement and parking enforcement activities.
- ◆ Investigates parking citation appeals and prepares initial agency review for the Deputy Fire Chief's approval. Coordinates scheduling of Administrative Hearings with other agencies.
- ◆ Responds to public inquiries concerning parking citations and parking-related laws and ordinances.
- ◆ Supervises subordinate clerical personnel in maintenance of statistical databases, preparing routing notices, maintaining files and processing revenue remittance to other agencies.
- ◆ Reviews and approves building permit and sign permit applications for zoning compliance and possible code violations. Reviews Business Certificate applications for zoning and Fire Code compliance.
- ◆ Conducts final sign permit inspections and permit issuance and assesses appropriate fees.
- ◆ Assists in fire safety inspections of new businesses or tenant improvements to ensure compliance with related state and city regulations, laws and/or ordinances. Resolves weed abatement complaints, and assists with other Fire Department related projects as assigned.
- ◆ Reviews construction plans for Fire Code compliance and assesses appropriate fees as a backup to Fire Marshal.
- ◆ Provides assistance to the public and assists other city staff involved in related activities.
- ◆ Other related duties as required.

QUALIFICATIONS GUIDELINES

Education, Experience and Training

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory performance.

Example combinations include graduation from high school or equivalent, supplemented by specialized courses in code enforcement, construction inspection, law enforcement and fire inspection, and three years of experience in municipal enforcement inspection or investigation, including public contact.

Knowledge, Skills, and Abilities

Considerable knowledge of planning, zoning, building inspection and safety laws and concepts. Knowledge of laws of arrest and court procedures. Ability to read, interpret, apply and explain related laws, ordinances, rules and regulation and policies and procedures; conduct investigations; read and interpret plans, maps and legal descriptions; communicate effectively both orally and in writing; research and prepare written reports; deal constructively with conflict and develop effective resolutions; establish and maintain cooperative working relationships.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

Completion of P.C. 832 Arrest, Search and Seizure.

Completion of P.O.S.T. certified Basic Code Enforcement Officer certificate within one year of employment.

Acquisition of American Association of Code Enforcement Certified Zoning Enforcement Officer and Certified Housing Enforcement Officer, I.C.B.O. Certified Building Inspector, and Fire Code Company Officer certificate(s) *highly desirable*.

Adopted: 02-08-97

