

CITY OF SOLANA BEACH
CODE COMPLIANCE SPECIALIST

DEFINITION

Under general supervision, performs a variety of routine code compliance functions involving specific areas such as sign code enforcement, trash and weed abatement, business licensing, illegal vendors, property maintenance, and abandoned vehicles; patrols to enforce parking laws and regulations; performs related duties as assigned.

CLASS CHARACTERISTICS

Positions assigned to this class are characterized by the responsibility for conducting routine investigations and code enforcement duties. Incumbents report directly to the Deputy Fire Chief/Fire Marshal. This class is distinguished from the Code Compliance Officer in that the latter utilizes a higher degree of knowledge in the performance of code enforcement activities. In addition, the Code Compliance Officer class works more independently and completes job duties under minimal direction.

EXAMPLES OF DUTIES

- ◆ Investigates and initiates procedures to abate violations of codes and ordinances regulating signage, trash, weeds, and businesses; consults with city staff, property owners, law enforcement, and fire agencies.
- ◆ Prepares investigative reports and initiates procedures to obtain compliance; meets with property and business owners to develop resolutions to violations.
- ◆ Issues notices of violations; states the law or ordinance violated, the specific condition to be remedied and the deadline for taking the action; prepares cases for submission to the Code Compliance Officer for initiation of legal actions.
- ◆ Patrols in an assigned vehicle, bicycle or on foot; identifies violations of parking laws including those which pertain to time parking zones, handicapped zones, and other special parking zones; issues citations for violations.
- ◆ Locates vehicles suspected of being abandoned or creating a public nuisance; takes corrective action.
- ◆ Responds to public inquiries; provides information regarding city codes and parking-related laws and ordinances.
- ◆ Assists the Fire Marshal in various fire inspection and prevention duties.
- ◆ Provides vacation and temporary relief as required.

QUALIFICATIONS GUIDELINES**Education, Experience and Training**

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

Experience:

- ◆ One year of experience in performing investigative, code compliance or other related work with extensive public contact involving enforcement of established standards or requirements. Municipal experience is desirable.

Education:

- ◆ Graduation from high school or equivalent.

Knowledge and Abilities**Knowledge of:**

- ◆ Municipal ordinances and state laws pertaining to assignments.
- ◆ Principles of record keeping, case management and reporting.
- ◆ Appropriate code enforcement safety precautions and procedures.
- ◆ Principles and practices used in dealing with the public.
- ◆ Modern office practices, methods, and computers, and computer software including Microsoft Word and Excel.
- ◆ Safe driving principles and practices.

Ability to:

- ◆ Enforce codes and regulations with firmness and tact, and use common sense and good judgement in assessing situations.
- ◆ Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- ◆ Conduct inspections, ascertain facts and apply appropriate codes.
- ◆ Maintain logs, write simple inspection reports and correspondence, and prepare documentation of inspections.
- ◆ Respond to inquiries, complaints, and requests for service in a fair, tactful and timely manner.

- ◆ Work independently in the absence of supervision.
- ◆ Operate a vehicle observing legal and defensive driving practices.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Understand, interpret and follow oral and written instructions.
- ◆ Establish and maintain professional and cooperative working relationships with those contacted in the course of work.
- ◆ Operate a computer and other relative office equipment.

Special Requirements

- ◆ Possession of a valid Class 'C' California driver's license with a satisfactory driving record.
- ◆ Possession of a PC 832 certificate.
- ◆ Completion of basic P.O.S.T., Code Compliance certification classes and Company Officer Fire Code Inspector certificate, or equivalent, within one year of employment.
- ◆ Availability to sit, stand, walk, kneel, stoop, squat, lift 25 lbs., work weekends and/or flexible work schedule, and be exposed to the outdoors.

Adopted: 4-18-00