

CITY OF SOLANA BEACH
Senior Code Compliance Officer

DEFINITION

Under general supervision, assigns, reviews, and performs field and office work in the enforcement of ordinances, codes, and related regulations pertaining to building codes, zoning laws, noise, signs, abandoned vehicle abatement, health, safety and other public nuisances; interprets, explains and enforces pertinent codes and ordinances; 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. Provides training and supervision for assigned staff; and performs related duties as assigned.

CLASS CHARACTERISTICS

The senior level recognizes positions that perform first-line supervisory responsibilities including planning, assigning and evaluating the work of subordinates, and it is distinguished from the Code Compliance Officer level in that the latter does not have supervisory responsibilities.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Director of Public Safety or designee. Exercises general supervision over assigned staff.

EXAMPLES OF DUTIES (Duties may include, but are not limited to, the following :)

- Assign, supervise, and review the work of staff involved in code enforcement duties; distribute and balance the workload among employees; monitor the status and progress of work, and make day-to-day adjustments in accordance with established priorities.
- 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.

- Conducts the more difficult and/or complex compliance inspection assignments; issues citations for violations; prepares and files complaints and appears as the City's representative and witness in the prosecution of violations; confers with the City Attorney regarding code compliance issues.
- 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.
- Prepares and monitors division budget; authorizes the purchase of materials and monitors work activities and expenditures to control costs.
- 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.
- Prepare performance evaluations.

- Assist and work with neighborhood advisory committees.
- 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.

Experience:

Five (5) years of increasingly responsible journey level experience in municipal government code enforcement inspection or investigation, including public contact. Experience in construction inspection, law enforcement and fire inspection, along with three (3) years of supervisory experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by college course work in building inspection technology, administration of justice, public or business administration and/or compliance/enforcement or a related field. A bachelor's degree in a related field is desirable.

Knowledge, Skills, and Abilities

Knowledge of:

- Principles and practices of field inspection, enforcement and documentation.
- Applicable federal, State, and local codes, ordinances, regulations, and policies governing building, land use, zoning matters, abandoned vehicle abatement, and public nuisances.
- Principles and practices of supervision, training and performance evaluation.
- Effective work management and organization methods.
- Law enforcement procedures and administrative techniques, evidence collection and case preparation, and municipal court procedures.
- Principles and practices of research, analysis, data compilation and effective report writing.
- Customer service and conflict resolution techniques.

- Computer equipment and software applications related to assignment.
- English usage, spelling, grammar, and punctuation.

Ability to:

- Read, interpret, explain, and enforce the full range of codes, ordinances, and regulations related to assignment.
- Plan, organize, and supervise the work of subordinates; train, motivate, and evaluate assigned staff.
- Deal effectively and tactfully with the public and obtain compliance with City codes.
- Provide testimony and evidence in court proceedings.
- Keep detailed, accurate notes and records for potential litigation.
- Deal calmly with rude or angry people.
- Foster a teamwork environment.
- Collect, compile and analyze data; conduct research and assess needs; prepare clear and concise reports.
- Make presentations in meetings with government agencies, the public, staff and public officials.
- Drive City vehicles observing legal and defensive driving practices.
- Communicate clearly and concisely, both orally and in writing.
- Keep work related records using a desktop and/or handheld computer.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with various cultural and ethnic groups in a tactful and effective manner.

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:

[City of Solana Beach](#)
[Associated Benefits](#)