

CITY OF COSTA MESA
 Established Date: July 1994
 Revision Date:

Senior Code Enforcement Officer

Class Code:
 0119/5119

DESCRIPTION:

Under administrative direction, performs advanced level field inspections, and technical office-related work associated with the enforcement of municipal property maintenance, land use, sign, business tax ordinances, Group Home Ordinance, Health and Safety Code or other pertinent regulations; investigates complaints related to possible code violations; develops evidentiary support for abatement actions when appropriate, and performs day to day supervision of assigned Code Enforcement Officers.

CLASS CHARACTERISTICS:

This is an advanced journey level position. An incumbent in this classification works under the direction of the Chief of Code Enforcement and is responsible for providing the day-to-day formal and/or functional supervision over assigned Code Enforcement Officers.

Incumbents are expected to work independently and select appropriate work methods for the unit within defined areas of pertinent laws and regulations and refer to supervisory personnel only those matters which involve policy decisions, technical questions and unusual public or employee relations problems. Work is assigned by the Chief of Code Enforcement who is distinguished from the Senior Code Enforcement Officer by the responsibility for administering the operations of the division.

ESSENTIAL FUNCTIONS:

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Management reserves the right to add, modify, change or rescind work assignments as needed.

Supervises, trains, assigns, coordinates, and evaluates the work of assigned Code Enforcement Officers.

Conducts field inspection to ensure compliance with appropriate codes, ordinances and regulations.

Investigates, reviews and responds to complaints of possible ordinance violations and issues citations for violations of the Municipal Code; International Property Maintenance Code; and represents the City in prosecution of violator's proceedings.

Assists Code Enforcement Officers with the more complex code interpretations, reports, and field inspections as needed.

Interviews property and business owners, residents, and members of the public concerning violations.

Oversees the processing of the Administrative citations and Public entertainment permit programs.

Oversees the processing of the Public records requests for the division.

Addresses concerns at the public counter.

Provides and ensures proper training for all assigned staff.

May represent the division at City meetings and with the general public.

Prepares reports of conditions for referral to proper authorities and prepares notices of violations and other similar notices; follows up on legal advertisements and other similar notices and reports.

Provides information regarding compliance with property maintenance standards, land use, sign, group home and business tax related ordinances.

Establishes and maintains good working relationships with the public, coworkers, and other local agencies.

May serve as Acting Chief of Code Enforcement.

Performs related duties as assigned.

QUALIFICATIONS GUIDELINES:

A typical way to obtain the requisite knowledge and abilities to perform the duties and responsibilities of this classification is as follows:

EDUCATION, TRAINING AND/OR EXPERIENCE:

Three (3) year of increasingly responsible public contact work experience related to state and municipal code enforcement. Prior administrative and supervisory experience is desirable.

High school graduation or its equivalent. Previous coursework or training related to the procedures of citation issuance is desirable.

LICENSE AND/OR CERTIFICATE:

Class C California Driver's License. Revocation of license during employment may result in disciplinary action or reassignment.

Successful completion of PC832 training is required by the end of the probationary period.

California Association of Code Enforcement Officers (CACEO) Academy Basic Certification is required by the end of the probationary period.

Ability to be bonded is required.

REQUISITE KNOWLEDGE AND SKILL LEVELS:

Knowledge of the geography of the City, including locations and layout of streets.

Knowledge of local municipal zoning codes and ordinances, Uniform Housing Code, Fair Housing regulations, in addition to some knowledge of the principles and practices of city planning.

Knowledge of effective supervisory principles and practices.

Knowledge of proper English usage, spelling, grammar, and punctuation.

Skill in establishing and maintaining effective working relations with employees, City officials, representatives of other agencies, and the general public in sometimes adverse conditions.

Skill in reading and interpreting property maintenance and land use regulations, and applying this knowledge to specific and complex situations.

Skill in utilizing modern office equipment including computers and standard business software (i.e. Microsoft Office applications such as Word and Excel).

Skill in utilizing Permits Plus or similar building permit application is desirable.

Skill in effective verbal and written communication.

REQUISITE ABILITIES:

Ability to supervise, train, and evaluate the work of subordinates.

Ability to communicate effectively both verbally and in writing with various individuals, business and property owners, city departments, and outside agencies.

Ability to follow oral and written instructions.

Ability to prepare and maintain concise, comprehensive records and reports.

Ability to work early morning, late evening and/or weekend assignments when necessary.

SUPPLEMENTAL INFORMATION:

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS:

Please contact Human Resources for a summary of the essential tasks and environmental factors for this classification.

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.