

CITY OF LINCOLN
CODE ENFORCEMENT OFFICER I/II

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

Under general supervision, learns to perform and performs residential, commercial and industrial site inspections and investigations to determine compliance with applicable federal, state and local codes, laws and regulations; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Code Enforcement Officer I

The Code Enforcement Officer I is the entry level class in the code enforcement series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine and less complex code enforcement assignments while learning City policies and procedures. As experience is gained, there is greater independence of action within established guidelines. This classification is alternatively staffed with Code Enforcement II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher-level class.

The Code Enforcement Officer II

The Code Enforcement Officer II is the journey level class in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents are responsible for performing the full range of inspection and code enforcement responsibilities involving codes and regulations in a broad range of areas, including zoning, building, fire, health and safety. The work requires independence and discretion in working with the public and in conducting field inspections and involves a proactive implementation of applicable codes and regulations. This classification is distinguished from the Building Inspector class by the performance of duties primarily related to zoning and code violations.

SUPERVISION RECEIVED/EXERCISED

The Code Enforcement Officer I

The Code Enforcement Officer I receives immediate supervision from the City Attorney. Incumbents of this classification do not routinely exercise supervision.

The Code Enforcement Officer II

The Code Enforcement Officer II receives general supervision from the City Attorney May exercise technical and functional supervision over assigned staff.

ESSENTIAL FUNCTIONS

Include but are not limited to the following:

- Performs residential, commercial, industrial and site inspections; determines existence and type of code violation; compiles, analyzes and evaluates findings of investigations and inspections; coordinates with property owners or their representatives and other regulatory agencies to take corrective action; performs follow-up inspections and investigation as required; ensures compliance with all applicable municipal codes and regulations; issues administrative citations for non-compliance.
- Interprets, applies and explains applicable municipal codes, zoning ordinances, building codes, vehicle codes, state housing, health and safety codes, relocation regulations, Community Development Block Grant (CDBG) administrative requirements and other related laws, codes and regulations; advises property owners on the requirements for compliance; explains processes and procedures for obtaining compliance or appropriate permits.
- Maintains clear, concise and comprehensive records and reports related to enforcement activities; composes and types correspondence, reports, forms and specialized documents; maintains communication/action logs for code enforcement cases; enters and retrieves information from automated records systems; prepares notices of violation and orders.
- Photographs violations; gathers evidence and prepares cases for court proceedings; produces photographs and records of violations for evidence; represents the City in court regarding non-compliance if required.
- Responds to questions and concerns from the public, departmental staff and other agencies; provides information as appropriate and resolves service issues and complaints; cooperates with other agencies, neighborhood improvement groups and organizations interested in neighborhood beautification, improvement and clean up.
- May be assigned on a City-wide basis or in targeted areas of the City.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when making inspection, reading written reports and work-related documents. Acute hearing is required when providing phone and personal service. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. Incumbents may frequently deal with irate members of the public.

The nature of the work also requires the incumbent to drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

QUALIFICATIONS

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Code Enforcement Officer I/II. A typical way of obtaining the required qualifications is to possess the equivalent of:

- Code Enforcement Officer I
Three years of relevant experience that includes heavy public contact and the performance of code enforcement activities, and a high school diploma or equivalent. Possession of a bachelor's degree in planning, construction technology or a related field may be substituted for three years of the required experience. The ability to speak and write Spanish is highly desirable.
- Code Enforcement Officer II
In addition to the above, one year of experience equivalent to that of a Code Enforcement Officer I in the City of Lincoln.

License/Certificate:

- Code Enforcement Officer I
Possession of, or ability to obtain, a CACEO (California Association of Code Enforcement) certification within the first eighteen months of appointment.
- Code Enforcement Officer II
- Possession of CACEO (California Association of Code Enforcement) certification.

KNOWLEDGE/SKILLS/ABILITIES

The following are a representative sample of the KSAs necessary to perform essential duties of the position. The level and scope of the knowledge, skills and abilities listed below vary between the I and II levels.

Knowledge of: Principles, practices and methods used in the enforcement of a variety of codes and regulations; methods and techniques used in enforcement and investigation; rules of evidence and court procedures; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to: Inspect and analyze a variety of buildings and properties and identify code violations; appropriately apply codes and regulations to varying situations; effectively deal with angry and non-cooperative people; read and interpret maps, sketches, drawings, specifications and technical manuals; perform mathematical calculations quickly and accurately; learn more complex principles, practices, techniques and regulations pertaining to assigned duties; facilitate appropriate corrective action from property owners regarding violations; implement, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to: Operate an office computer and a variety of word processing and software applications.

FLSA: Non-exempt
Employee Group: Professional/Administrative, Local 39
Adopted: TBD