

**City of San Rafael
Job Class Specification**

Job Title: Code Enforcement Official I/II/III

SUMMARY

Under immediate supervision, this position assists with the enforcement of all provisions of the San Rafael Municipal Code. Performs code inspections and enforces the zoning code.

DISTINGUISHING CHARACTERISTICS:

Code Enforcement Official I:

This class is distinguished from the Code Enforcement Officer II by the performance of the more routine tasks and duties assigned to positions within the series including field investigations and field inspections. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Code Enforcement Official II:

This is the full journey level class. Employees at the II level are distinguished from the Code Enforcement Officer I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class shift away from office and group fieldwork to more defined, independent work. The supervisor through the performance appraisal system measures movement from Code Enforcement Officer I to II.

Code Enforcement Official III

This is the lead work supervisory level within this job class series. As a lead worker, working supervisor responsible for overseeing the work of other Code Enforcement Officials (at either the I or II level) and still perform journey level code enforcement duties performed by the other positions. Valid driver's license.

ESSENTIAL AND IMPORTANT DUTIES:

- Exercises enforcement and abatement responsibilities under the land use regulations of the City's Municipal Codes.
- Conducts field investigations of reported complaints of municipal code, ordinance and resolution violations.
- Advises individuals of violations and methods of abatement.
- Seeks abatement (remedies) through voluntary compliance or informal administrative process or administrative hearings or judicial action.
- Conducts field inspections to uncover violations, gathers supporting evidence, inform individuals of code provisions and encourage compliance.
- Issue warnings and violation notices and see remedies through voluntary compliance or informal administrative process or administrative hearings or judicial action.
- Explains and interprets municipal codes, ordinances, and resolutions at the counter and in the field to City staff, to property owners and the general public.
- Confers with other agencies and City departments, verbally and in writing, on the investigation and disposition of related violations.
- Prepares written staff reports and present evidence at hearings before the Planning Commission, City Council, Hearing Officer, and/or Courts of law related to current code enforcement administrative and judicial proceedings.
- Completes forms, prepare reports, investigation narratives, and related correspondence.
- Maintains case records, program statistics, and related materials.

- At the III level, function as a lead work supervisor over other Code Enforcement Official (I/II) employees.
- Performs related duties as required.

KNOWLEDGE OF:

- Correct English usage, spelling and punctuation.
- Simple research and statistical methods.
- Interviewing techniques necessary to obtain investigative and personal data.
- Modern office policies, procedures, and equipment
- Goals, objectives and policies of the department.
- Correct written and spoken English.
- Technical aspects of Zoning and Code Enforcement.
- Supervisory techniques and methods.

ABILITY TO:

- Interpret and apply laws, ordinances, codes and policies.
- Express oneself clearly and concisely both orally and in writing.
- Work cooperatively with other departments, agencies and citizens.
- Establish and maintain effective work relationships.
- Lead and direct the work of others.
- Perform field inspections, investigations.
- Enforce applicable codes and ordinances.

EDUCATION AND EXPERIENCE REQUIREMENTS:

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

Code Enforcement Official I:

Graduation from an accredited high school or equivalent. Community College course work in communications, law enforcement, planning, business or public administration or a related field preferred. One (1) year of full time experience involving the enforcement and interpretation of administrative rules and regulations and direct public contact. Valid drivers license.

Code Enforcement Official II:

Graduation from an accredited high school or equivalent. . Three (3) years of full time experience involving the enforcement and interpretation of administrative rules and regulations, two (2) years of which must be in a code inspection capacity. Valid drivers license.

Code Enforcement Official III:

Graduation from an accredited high school or equivalent. Three (3) years of full time experience involving the enforcement and interpretation of administrative rules and regulations, two (2) years of which must be in a code inspection capacity, with at least one (1) of those years at an equivalent level to the Code Enforcement Official II.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific

vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outdoors weather conditions and regularly works in inside environmental conditions. The employee is frequently exposed to video display and moving mechanical parts. The employee occasionally works with use of personal vehicle. The noise level in the work environment is usually moderate.

Hazards: Hazards are moderate, fairly predictable and protected against.

FLSA Status:	Nonexempt
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