BUILDING CODE COMPLIANCE OFFICER/
CODE ENFORCEMENT ASSISTANT

DEFINITION

Under general supervision, to investigate and process complaints of building code violations in the course of attaining compliance with County building codes; to conduct inspections of residential, commercial or industrial structures; to provide investigative and staff support to the Code Enforcement Department in the performance of enforcing land use and vehicle abatement laws and regulations; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This classification has responsibility to the Land Use Agency Building and Code Enforcement departments in the Land Use Agency for staff support, inspection, and enforcement of regulations.

REPORTS TO

Code Enforcement Officer, Building Inspector Supervisor, Chief Building Official and/or Planning Director,

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

EXAMPLES OF DUTIES

Identifies and maintains list of substandard and dilapidated housing; takes reports of code violations; researches complaints (property ownership/history, building permits, etc.); takes appropriate actions to ensure the timely correction of violations; works closely with personnel from other County Departments to formulate clearly documented investigations and reports; refers complaints to other appropriate departments or agencies; writes letters, prepares accurate logs, types inspection reports and all other necessary documentation for office and/or court use; takes photographs; accurately interprets applicable codes, ordinances and regulations; assists with case preparation; testifies appropriately in Court and at hearings; conducts field inspections and investigations/interviews; works with other departments, agencies and law enforcement personnel; provides clerical support to the Code Enforcement Department; provides presentations to the Board of Supervisors; and does other related work as assigned.
TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; ability to climb, stoop, crouch and kneel; crawl through various areas requiring moving on hands and knees; walk on sloped ground and uneven surfaces; lift and move object weighing up to 50 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, typewriters, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, courtroom, outdoor, and driving environments; work is performed in varying temperatures and weather; exposure to dust, chemicals, oils and gases; exposure to hazards such as moving machinery parts, electrical current; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Practices, tools, equipment, and materials used in the general construction trades.
- Accepted safety standards and methods of building construction.
- Building, Land Use and related codes and ordinances enforceable by the County.
- Computer knowledge with word processing.
- Basic letter writing and report preparation.
- Investigation and research techniques and procedures.
- Legal terminology, forms, and procedures.
- Principles of identification, preservation, and presentation of evidence.

Ability to:

- Prepare clear and concise written reports, letters and presentations.
- Deal effectively with the public in confrontational situations.
- Learn and apply inspection methods and techniques.
- Learn and apply building and related codes and ordinances enforced by the County.
- Detect deviations from laws, regulations and standard construction practices.
- Read, interpret and explain building plans, specifications and building codes.
- Communicate effectively both orally and in writing.
- Enforce regulations with firmness and tact.
- Establish and maintain cooperative working relationships.
Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two (2) years of journey level experience in construction work and the building trades performing a wide variety of building work in conformance with standard building, electrical and plumbing codes. Legal background either in law enforcement, investigations, or legal research.

Special Requirements: Possession of a valid California Driver’s license issued by the California Department of Motor Vehicles. Possess, or obtain within three (3) years of employment, International Code Council Combination Certificate