

CITY OF DALY CITY  
JOB SPECIFICATION  
EXEMPT POSITION

**CODE ENFORCEMENT INSPECTOR**

**DEFINITION**

Under general supervision of the Code Enforcement Officer, the Code Enforcement Inspector facilitates compliance with City Municipal codes, ordinances, California Codes, conditions of approval and resolutions relating to public nuisances, planning, zoning, construction, business licensing, animal control and other associated disciplines. Works collaboratively with other City Divisions and Agencies and actively participates as a member of the Code Enforcement Task Force. Tracks, updates and maintains investigations, complaint information and official records. Attends training to maintain or achieve Code Enforcement Officer Certification. Performs related work as required.

**EXAMPLE OF DUTIES**

Investigate reported or suspected violations of City or California codes, and implement enforcement activities to gain compliance. Issue written notices and warnings, and criminal citations. Educate the public regarding code requirements. Conduct field inspections, gather-supporting evidence, maintain case files (both computer and hard files) and, as necessary, prepare investigation reports regarding violations. May assist in preparing and presenting information to the Planning Commission, City Council, Administrative Hearing Board and courts of law. Participate in and often coordinate joint code enforcement activities with other agencies. Speak before neighborhood and civic groups about the Code Enforcement Program and work closely with such groups to solve neighborhood problems.

**MINIMUM QUALIFICATIONS**

**Knowledge of:** Basic code enforcement and investigation techniques; common California Codes relating to property maintenance, municipal codes, ordinances and resolutions related to public nuisances, planning and zoning. Effective and efficient techniques of public education, field inspections for code compliance, gathering and analyzing evidence and data, and preparing and presenting reports.

**Ability to:** Read, understand, interpret and apply laws, regulations, ordinances, resolutions, policies and other documents associated with enforcement duties. Maintain a positive attitude and work as a highly effective team member of the Code Enforcement Program, Economic and Community Development Department and the Code Enforcement Task Force. Communicate effectively, both verbally and in writing. Prepare and make verbal presentations to small and large groups, the Administrative Hearing Board and other official bodies. Prepare factually clear, concise and complete written reports and correspondence. Exercise good customer service skills with the

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public, outside agencies and staff. Interact tactfully to gain voluntary compliance with City codes. Identify code violations and exercise proper judgment in determining the degree of compliance with various laws and determine appropriate course of action. Assist City staff with interpretation and application of the codes used. Coordinate enforcement and inspection functions with other City departments. Competently use a desktop computer with a main program base such as *Office 2010*, to record, organize, and monitor all code enforcement activities. Follow established work procedures and practices, including adherence to sound safety practices. Drive a vehicle. Work under stressful and uncomfortable, cold, foggy and rainy climatic conditions. Perform inspections on substandard or unsafe properties, which may require climbing, crawling, kneeling, and bending. Interview witnesses and violators in a highly effective and professional manner. Interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

**Education:** Possession of an AA degree in a related field. Additional education and training in writing, public speaking and areas related to code enforcement are desirable.

**Experience:** A minimum of one year of full-time, relevant public contact experience, with occasional public speaking, requiring problem solving and/or field investigation in code enforcement, law enforcement, investigations, or a comparable field that would provide the requisite knowledge needed to succeed in this position. Experience in the enforcement of municipal, planning and zoning codes and working with building or planning permits at a public or private agency is desirable.

**Certifications:** Possess, or obtain within 12 months from hire date, current certification as a Code Enforcement Officer from the California Association of Code Enforcement Officers (CACEO); or certification as a Housing Inspector from the International Conference of Building Officials (ICBO- through the American Association of Code Enforcement). Certification under Penal Code 832 Module A (California Commission on Peace Officer Standards and Training) or similar police training is desirable.

**License:** Possession of a valid Class C California Driver's License.

**R: 08/2015**