

**COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING, LIFE & ENVIRONMENTAL SAFETY DIVISION
CODE ENFORCEMENT OFFICER**

GENERAL DUTIES: Under direct supervision of the Chief Building Official, perform work of moderate difficulty involving inspection and enforcement of applicable ordinances pertaining to housing, building construction, and related code enforcement regulations.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy.

Attendance - Follows department/city policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given, and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Perform inspections of a complex nature and complaint investigations involving commercial and industrial inspections, rehabilitation housing inspection specializing in existing housing, single and multiple dwellings, and other related facilities.
2. Participate in the complex investigation and enforcement of municipal codes and other applicable state and federal rules and regulations as assigned.
3. Ascertain and gather facts related to applicable ordinances, codes, laws, development policies, rules and regulations and determine and institute proper action to be taken.
4. Explain, interpret and make presentations of ordinances, codes, laws, rules and regulations to citizens and groups, agencies businesses, and other entities.

5. Issue citations on code misdemeanors. Research and prepare cases for prosecution and testify in court.
6. Communicate and coordinate actions with other involved city departments.
7. May inspect residential, commercial and industrial buildings in various stages of progress against plans or specifications to ascertain code and/or zoning ordinance conformance.
8. Prepare and compile reports.
9. Maintain required certification and training levels necessary to stay current in all requirements of the job.
10. Maintain an accurate activity log.
11. Conduct various surveys to determine a variety of code enforcement data and related information.
12. Perform other duties as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Application of code enforcement techniques.
2. The detailed inspection work of building and housing with emphasis on existing housing.
3. Positive customer service techniques.

KNOWLEDGE: Knowledge of:

1. Codes including the Uniform Housing, Abatement, Building, Fire, Plumbing, Mechanical, and the National Electric Code including amendments as shown in the State Building Code Title 24 and zoning code or as adopted by the City of Gilroy.
2. Methods of construction and equipment installation.
3. Legal aspects of code enforcement.
4. Word processing.

ABILITIES: Ability to:

1. Understand and interpret codes and ordinances.

2. Perform routine inspection, investigation and enforcement of applicable codes and ordinances of housing, building and fire nature.
3. Gather in an organized manner and weigh facts against applicable laws, rules and regulations and draw proper conclusions concerning questions and facts.
4. Deal successfully with citizens, business owners, home owners groups, city, county and state offices. Strong emphasis will be placed on interpersonal skills, media relations, listening skills, conflict resolution, public speaking, decision making, letter writing, judgment, initiative and other public contact type skills.
5. Read and interpret plans and specifications.
6. Write correspondence, correction notices and reports clearly and concisely.
7. Contribute to the overall effectiveness of the division by being conscientious and professional in assigned work and relationships with staff and clients.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Laserjet or ink jet printer
3. Telephone
4. Copier
5. Calculator or 10-key adding machine
6. Facsimile machine
7. Microfiche reader
8. Automobile, truck or van
9. Paper shredder and cutter
10. Polaroid or digital camera
11. Specialized computer software
12. Pager or Two-way radio
13. Hand-pack radios
14. Tape measure
15. Flashlight
16. Raingear and boots
17. Safety goggles, booties, gloves, steel-toe shoes, masks and helmets
18. Disposable latex gloves and tyvex coveralls
19. Report forms, pencils and pens
20. Citation books
21. Gasoline pumps

PHYSICAL DEMANDS:

When working in the field or office, employee will perform the following physical activities which include conducting site visits, performing inspection and enforcement activities, handling files, briefcases, plans, code books, binders, and other work-related equipment.

1. Sitting, for prolonged periods of time working at a computer or attending meetings.
2. Walking, when conducting site visits, inspections or enforcement activities.
3. Standing, when conducting site visits, inspections, or enforcement activities.
4. Bending/squatting/crawling when conducting site visits, inspections or enforcement activities.
5. Climbing, ladders, stairs or roofs, when conducting site visits, inspections or enforcement activities.
6. Balancing, when using ladders.
7. Twisting/reaching.
8. Carrying, equipment and tools.
9. Lifting, up to 50 lbs.
10. Driving, to homes or business facilities when conducting site visits, inspections or enforcement activities, or when attending meeting and training.

SENSORY DEMANDS:

When working and traveling in the field, all senses are used during site visits, inspections and enforcement activities. Under typical office conditions, employee utilizes these senses while using a computer, printer, phone, fax machine, copier, calculator, adding machine, paper shredder, paper cutter, camera, automobile etc.

1. Seeing, good (color) vision is necessary when trying to identify various materials or chemicals.
2. Speaking/Hearing
3. Touching
4. Smelling is necessary when detecting odors such as gasoline, chemicals, or decomposed byproduct during site visits, inspections and enforcement activities.

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, up to 20% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, and asphalt.
3. Noise Level: Conducive to office settings with phones, copiers, radios, and typewriters.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal to high indoor levels associated with dust and odors from computer equipment, paper, ink pens, copiers or other office-related equipment.

Field Conditions:

1. Indoors/Outdoors: Typical field conditions, over 60% of the time, when conducting site

visits, inspections or enforcement activities. In some cases, employee may be required to crawl or work in cramped spaces when performing inspections.

2. Travel: Under varying conditions via automobile or plane, 20% of the time.
3. Flooring: Asphalt, linoleum, gravel, dirt, wood, rock, mud, uneven surfaces, etc.
4. Noise Level: Varying low to high levels, while working near traffic, at a construction site, manufacturing plant, park, near a stream, etc.
5. Lighting: Conducive to a day or night setting. In emergency situations, such as working a chemical spill, inspection or investigation, employee may work in poorly lit areas.
6. Ventilation: Heating and air conditioning provided by a vehicle or facility and is restricted in poorly ventilated areas such as a chemical storage site or sewer test manholes.
7. Dust or Fumes: Normal to high levels of dust, pollen, gasoline, vehicle exhaust, methane or fumes when conducting site visits, inspections or enforcement activities.

HAZARDS:

Mechanical and electrical exposure is low to high, depending on the inspection site, construction site, business or home being investigated. There is also potential for exposure to bees, insects, snakes, rodents, birds and other animals, and also drugs/alcohol and contagious diseases when performing routine inspection duties. Lastly, when utilizing a vehicle, there is some potential exposure to mechanical hazards.

Exposure is minimal in the office environment when properly using standard office equipment such as a telephone, computer, printer, copier, adding machine, fax machine, camera, radio, paper shredder, or paper cutter.

ATMOSPHERIC CONDITIONS:

Moderate to low exposure to fumes and gases may occur when visiting a site, performing an inspection, or conducting enforcement activities. Solvents, cleaners, decomposed byproducts from the sewer lines, construction site waste, gasoline, molds, vehicle exhaust, propane, and other types of hazards are common. Employees refer all hazardous waste situations to the Fire Department or Hazardous Materials team when necessary.

Minimal exposure to fumes occurs in the typical office environment which may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Two years of experience in code enforcement, housing inspection, building inspection or environmental inspections for a public agency OR possess a certificate of registration as a Code Enforcement Officer, Building Inspector, Combination Inspector or other discipline from the International Conference of Building Officials (ICBO).
2. A certificate in Building Inspection Technology from an accredited college or trade school may substitute for the required ICBO certificate at the time of hire. However a certificate from ICBO as a Code Enforcement Officer must be obtained within 18 months of hire.

3. Possess a 832 P.C. certificate (Module I Arrest, Search and Seizure Certificate) of completion or obtain within 12 months of hire.
4. Possess a high school diploma or G.E.D. certificate.
5. Possess and maintain a valid California Driver License necessary to operate assigned vehicle(s).
6. Pass a post offer medical examination, which includes a drug test.
7. Must pass a Department of Justice criminal record check for employment.
8. Prefer bilingual (English/Spanish).
9. Prefer a non-tobacco user.

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