



SENIOR BUILDING INSPECTOR

DEFINITION

Under direction, ~~plans, supervises, and reviews the work of building inspection staff,~~ acts as a technical lead, expert and performs highly skilled combination and specialty inspection work involving the interpretation and enforcement of codes and regulations for building and related health and safety areas; performs periodic review of less complex plans; performs related work as assigned.

SUPERVISION RECEIVED & EXERCISED

Receives general direction from the Building Official or higher level department personnel. ~~May~~ Exercises direct technical and functional supervision over professional and support staff.

DISTINGUISHING CHARACTERISTICS

~~This class is the full supervisory~~ This is the advanced journey level in the bBuilding inspection series, ~~independently planning and directing work of building inspectors.~~ Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Assignments also involve performing combination inspections including the more complex or sensitive inspections and performing periodic review of less complex plans. The incumbent is expected to have a high degree of technical expertise and to exercise considerable independence and discretion on assignments. ~~This class is distinguished from Building Official in that the latter has overall management responsibility for the building inspection, permit and plan checking and public service functions.~~

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

~~Plans, assigns, supervises and reviews the work of inspectors; trains staff in inspection work and techniques, completes performance evaluations with input from Building Official and makes recommendations in disciplinary matters.~~

Reviews construction documents for residential, commercial and industrial construction; ensures compliance with applicable codes and regulations; approves final inspection.

Assists in developing and administering the budget, goals, objectives and work programs for building inspection.

Reviews and revises policies and procedures; monitors code changes and updates City practices as required.

Conducts combination inspections of complex or sensitive construction or remodeling work under permit to enforce building, health and safety and City codes to ensure safe application and installation practices; makes final inspection to clear permits.

Advises property owners, contractors and others on matters relevant to construction and repair methods and materials; interprets codes and regulations and explains inspection programs; investigates and resolves complaints and problems.

Makes inspections of existing buildings for hazardous conditions, structural failures or the need for maintenance or repair.

Prepares warning letters to negligent owners or contractors, and carries negligent cases through prosecution channels in situations of noncompliance.

Performs periodic review of less complex plans.

[May provide training to and review the work of less experienced plan check staff.](#)

Provides public assistance and information over the counter.

Maintains records and files of permits and inspections.

Maintains current knowledge of new construction methods, materials and techniques.

Uses standard office equipment, including a computer, in the course of the work; drives a City or personal vehicle to on-site inspections or to attend meetings.

QUALIFICATIONS

Knowledge of:

~~Supervisory~~ Principles and practices [of technical and functional supervision](#), including work planning and instruction.

Principles and methods used in building construction craft areas, including plumbing, electrical, mechanical, building construction, foundations, remodeling, and zoning.

Applicable City, state and federal laws, ordinances and codes.

Appropriate safety and fire prevention methods in construction.

Building construction practices, materials and plans and the methods involved in construction and building inspection.

Computer applications related to the work.

Ability to:

~~Schedule, assign, supervise and review the work of others and trains others in work procedures.~~

Provide technical and functional supervision to assigned staff; effectively train less experienced staff.

Perform the most complex duties related to building inspection.

Provide expert technical building inspection assistance.

Review plans and specifications for building related construction and determine practicability of plans, compliance with regulations and validity of permits.

Perform thorough and accurate inspections, alteration or repair of buildings, construction and enforce a wide range of building, zoning and related codes and regulations.

Interpret, apply and explain complex codes, regulations and procedures.

Maintain accurate records and prepare clear and concise reports and documentation.

Exercise sound independent judgment within established guidelines.

Deal courteously and communicate effectively with a variety of individuals in the course of work, including resolving job-related problems with property owners and contractors, architects, engineers, realtors and representatives of lending institutions and utility companies.

Work cooperatively with all contacted in course of work.

Experience and Training Guidelines:

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

Equivalent to graduation from high school and three years of journey level building inspection experience at a level equivalent to the City's class of Building Inspector II. Some prior lead ~~or supervisory~~ experience is highly desirable.

Licenses and Certificates:

Possession of a valid California driver's license. Possession of or ability to obtain a Building Inspector certification issued by the International Code Council or other equivalent state, national or international association within 12 months of appointment.

ADA Special Requirement:

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and lift 75 pounds; exposure to extreme noise, outdoors, confining work space, electrical hazards, vibration, chemicals, dust, toxic waste, mechanical hazards, and explosive materials.

ADOPTED CC: 6-20-94
REVISED CC: 5-20-02, 6-21-04
BARGAINING UNIT: GENERAL UNIT

PERFORMANCE APPRAISAL: COMPLIANCE AND INSPECTION

FLSA: ~~EXEMPT~~NON-EXEMPT
DOT: NO
PRE APPT MEDICAL: YES
SAFETY SENSITIVE: YES
FORM 700: YES
JOB CODES: 5032



SENIOR CODE ENFORCEMENT OFFICER

DEFINITION

Under general direction, assigns and supervises code enforcement activities; to participate in the work of technical staff engaged in the enforcement of various State and City codes and ordinances; and performs related duties as required.

~~To plan, organize and supervise code enforcement activities; to participate in the work of technical staff engaged in the enforcement of various City codes and ordinances; and to do related work as required.~~

DISTINGUISHING CHARACTERISTICS

This is the supervisory level in the Code Enforcement Officer series. The incumbent is responsible for the day to day supervision of section staff engaged in the enforcement of State and City codes and ordinances related to use, maintenance and safety of land and structures. Methods of performing assigned responsibilities are largely at the discretion of the incumbent within the framework of Department policy, rules and regulations. Particularly sensitive matters are referred to and jointly decided with the Code Enforcement Manager. This class is distinguished from the next lower classification of Code Enforcement Officer II by its responsibility for assignment and supervision of the activities of the Code Enforcement Division. The position in this class is required to be fully trained in all procedures and policies related to the code enforcement program

~~This is the supervisory level in the Code Enforcement Officer series. It is distinguished from other classes within the series by its supervisory duties, program responsibilities and the complexity of inspections performed. The position in this class is required to be fully trained in all procedures and policies related to the code enforcement program.~~

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Code Enforcement Manager [or higher level department personnel](#).

Exercises direct supervision over Code Enforcement Officers and other assigned staff.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

Plan, schedule, assign work and evaluate the performance of those engaged in code enforcement for commercial, industrial and residential property, to ensure compliance with codes, regulations and ordinances.

Participate in the selection of full-time and temporary employees.
Supervise subordinate staff.
Recommend disciplinary actions.
Develop and implement ongoing staff training program.
Supervise and participate in the continuous improvement of administrative processes.
Review, monitor and provide technical expertise, code interpretation assistance, advice on enforcement strategies on more complex incidents, and administrative matters.
Assist staff and other departments with the interpretation and application of applicable ordinances.
Respond in person or by letter to inquiries regarding complaints and investigations, either verbally or with the use of a personal computer.
Explain to superiors and to elected officials the status of, or issues involved in, complaints or investigations.
Participate in the investigation, preparation and presentation in cases for legal action. Supervise the scheduling of and preparation for administrative appeal hearings.
Participate in hearing and court activities related to case prosecution.
Consult with staff in other departments to resolve interdepartmental conflicts or concerns.
Coordinate enforcement efforts with other City departments and outside agencies.
Provide information and serve as liaison to representatives from state, federal and other local agencies.
May represent the department in technical organizations and committees.
Meet with representatives of the community to explain functions, policies and operations and to mediate/resolve conflicts and/or respond to questions, clarify policies and regulations.
Prepare agenda reports and make presentations to City Council and community groups.
Participate in the development and implementation of the section budget.
Review policies, correspondence, regulations, reports and legislation and recommends and/or participates in operational changes.
Conduct or direct the conduct of special projects.

Depending upon assignment, duties may include, but are not limited to, the following:

~~Receives complaints and referrals pertaining to code violations; screens complaints; assigns to appropriate staff; assists staff with investigating complex cases; directly handles the most complex inspections, cases and issues.~~

~~Plans, prioritizes, assigns, supervises and reviews the work of staff involved in the enforcement of nuisance, building, housing, fire, zoning and related codes.~~

~~Participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.~~

~~Trains staff in investigation, case preparation report writing, legal aspects of investigation and officer safety.~~

~~Coordinates staff work for the Community Improvement Commission, Planning Commission, City~~

~~Council and various citizen committees.~~

~~Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.~~

~~Serves as staff representative on various City committees; may chair such committees; assists in preparing agenda items for various committee meetings.~~

~~Recommends appropriate City policies for code enforcement; assists in drafting ordinances and policy statements as appropriate.~~

~~Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities.~~

~~Serves as a liaison to county, State and other outside agencies regarding code enforcement matters.~~

~~Coordinates inspections and dispositions of cases with other City departments and outside agencies including City Attorney, engineering, building, fire, planning and county health; prepares and presents code violation cases before appropriate advisory and appeal boards; issues citations for infractions as provided by the Municipal Code; assists Attorney's office in preparing cases for court action.~~

~~Responds to citizen complaints regarding code violations; investigates and resolves problems; provides information to public by phone and in person regarding code regulations.~~

~~Checks and researches City codes and ordinances involving home occupancy permits and business licenses.~~

QUALIFICATIONS

—— Knowledge and Abilities

Considerable knowledge of: principles and practices of code enforcement; investigation techniques and practices; evidence collection and preservation; principles of land use planning; public speaking techniques; property owner rights; property descriptions, assessor's map systems; goals and functions of code enforcement; techniques and methodologies used in making and resolving difficult public contacts with individuals from diverse socio-economic and cultural backgrounds; research practices and techniques; technical report writing; written and verbal English grammar, spelling and construction, and photography.

General Knowledge of: State health and safety code; International Property Maintenance Code, principles and practices of office administration and supervision; techniques of training and evaluation; project and workload planning; court room procedures; the principles of budget preparation in the public sector; practices and methodologies of contract administration.

Ability to: plan, organize and manage staff engaged in the performance of complex, technical work; develop and implement goals and objectives; evaluate and determine levels of achievement and performance; learn, interpret, apply and explain applicable codes (including the Uniform Electrical, Mechanical, Plumbing, and Building codes), regulations and policies; identify and analyze administrative problems and implement operational changes; develop and maintain cooperative working relationships with staff and customers; determine and implement the appropriate course of action in stressful situations; manage meetings effectively; learn and apply City procedures, interviewing, investigative and safety techniques and practices; accurately research property ownership and status; work independently; analyze and evaluate observations and information in relationship to applicable codes and regulations; communicate effectively both verbally and in writing with individuals from a variety of socio-economic and cultural backgrounds; use a personal computer in the composing and editing of written management and technical reports; prepare and make small group and public presentations.

Knowledge of:

- ~~Principles of supervision, training and performance evaluation.~~
- ~~Budgeting procedures and techniques.~~
- ~~Principles, practices, methods and techniques of code enforcement.~~
- ~~Codes, ordinances, laws and regulations pertaining to code enforcement.~~
- ~~Investigative principles and practices.~~
- ~~Regulations and requirements of court evidence.~~
- ~~Safe and efficient work practices as they relate to code enforcement.~~

—— **Ability to:**

- ~~Acquire a thorough knowledge of City codes and of Division policies and procedures, and a working knowledge of applicable City policies.~~
- ~~Organize, direct and implement a code enforcement program.~~
- ~~Supervise, train and evaluate assigned staff.~~
- ~~Maintain and update records, logs and reports.~~
- ~~Prepare and administer a budget.~~
- ~~Enforce City codes, ordinances, laws and regulations with impartiality and efficiency.~~

- ~~—— Understand legal descriptions and boundary maps of real property.~~
- ~~—— Respond to inquiries, complaints and requests for service in a fair, tactful and firm manner.~~
- ~~—— Analyze and compile technical information on code investigations and violations.~~
- ~~—— Apply investigative techniques to ensure compliance with appropriate codes and ordinances.~~
- ~~—— Communicate clearly and concisely, both orally and in writing.~~
- ~~—— Establish and maintain cooperative working relationships with those contacted in the course of work.~~

Experience and Training Guidelines

~~Any combination of education and experience that has provided the knowledge and abilities necessary to satisfactory job performance would be qualifying. A typical way to obtain the require knowledge and abilities would be: two years of undergraduate course work from an accredited college or university and three years of progressively responsible code enforcement experience, plus demonstrated extensive experience in a leadership role, such as program development and/or management.~~

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

~~—— **Experience:**~~

- ~~—— Three years of responsible code enforcement experience.~~

~~—— **Training:**~~

- ~~—— Equivalent to possession of an Associate of Arts Degree from an accredited college or university. Possession of a Bachelor's Degree is desirable.~~

License or Certificate

~~Ability to obtain a valid Class C California Driver's License by date of hire is required. Valid required license shall be maintained.~~

~~International Code Council (ICC) Certification Property Maintenance and Housing Inspector~~

~~Certified Code Enforcement Officer with California Association of Code Enforcement Officers (CACEO) within one year of hire~~

Successful Completion of a POST 832PC class required within one year of hire

ICC Residential Building Inspector Certification highly desirable

~~Possession of, or ability to obtain, an appropriate, valid California driver's license on employment.~~

~~Successful completion of a POST 832PC class is required.~~

~~Possession of a Code Enforcement certificate by the CACEO is highly desirable.~~

Work Environment:

Works indoors, works outdoors, driving required, use of computer, iPad or other mobile devices, works around others, works alone.

ADA Special Requirements:

Essential duties require the following the physical abilities and work environment:

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist and climb; exposure to cold, heat, outdoors, electrical hazards, vibration, chemicals, dust, toxic waste and mechanical hazards, exposure to slippery or uneven walking surfaces.

ADA Special Requirements

Essential duties require the following the physical abilities and work environment:

~~Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist and climb; exposure to cold, heat, outdoors, electrical hazards, vibration, chemicals, dust, toxic waste and mechanical hazards.~~

ADOPTED CC:	9-07-88
REVISED CC:	7-05-89, 6-15-98, 9-18-06, 12-07-15
FORMER TITLES:	
BARGAINING UNIT:	MANAGEMENT UNIT
FLSA:	EXEMPT
DOT:	YES
PRE APPT MEDICAL:	YES
SAFETY SENSITIVE:	YES
FORM 700:	YES
JOB CODES:	2055
ABOLISHED:	



CODE ENFORCEMENT OFFICER I/II

DEFINITION

Performs investigative abatement work and enforcement work for State and City codes, ordinances and approval conditions related to use, maintenance and safety of land and structures; performs related duties as required. To perform technical office and field work in public education and enforcement codes and ordinances; to assist in processing and presenting related notices, reports and public hearing documents; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Code Enforcement Officer I

This entry level classification in the Code Enforcement Officer series reports to the Senior Code Enforcement Officer and Code Enforcement Manager and is characterized by the responsibility to learn to conduct investigations related to land use, zoning, dangerous structures, health and safety, signs, weed abatement and related municipal codes and ordinances, to determine violations and to gain compliance. This class is distinguished from the Code Enforcement Officer II by the performance of the more routine and standardized tasks and duties assigned to positions within the series.

Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

This is the entry level class in the Code Enforcement Officer series. This class is distinguished from the Code Enforcement Officer II by the performance of the more routine and standardized tasks and duties assigned to positions within the series. Assignments are performed within the procedural framework established by higher level employees. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Code Enforcement Officer II

This fully qualified journey level classification in the Code Enforcement Officer series reports to the Senior Code Enforcement Officer and Code Enforcement Manager and is characterized by the responsibility to conduct investigations related to land use, zoning, dangerous structures and related municipal codes and ordinances, to determine violations and to gain compliance, and to provide training to other staff. Assignments and objectives are specified, with the employee

responsible for planning and organizing work. Work review is periodic, usually upon employee initiative with the employee presenting alternative courses of action.

~~This is the journey level class within the series. Employees within this class are distinguished from the Code Enforcement Officer I by the greater independence with which an incumbent is expected to operate. 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 are flexibly staffed and are normally filled by advancement from the lower class of Code Enforcement Officer I, or, when filled from the outside, require prior code enforcement experience. Appointment to the higher class requires that the employee be performing the full range of duties assigned to the class.~~

SUPERVISION RECEIVED AND EXERCISED

Code Enforcement Officer I - Receives immediate supervision from the Housing and Neighborhood Improvement Manager, Code Enforcement Manager and Senior Code Enforcement Officer or higher level department personnel.

Code Enforcement Officer II - Receives general supervision from the Code Enforcement Manager and Senior Code Enforcement Officer Housing and Neighborhood Improvement Manager, or higher level department personnel. May exercise technical and functional supervision over lower level staff.

Code Enforcement Officer I

EXAMPLES OF ESSENTIAL DUTIES

Receives complaints of violations of city codes and ordinances for residential, commercial and industrial property.

Reviews case files, zoning, general plan and tract maps and other documentation relating to property involved in complaint.

Conducts interviews, field investigations and site surveillance.

Determines compliance requirements.

Explains violations and alternative mitigation measures.

Issues Warning Notices.

Coordinates enforcement activities with other agencies.

Generates reports and conducts research using computer.

May review planning applications for enforceability of variances and use permit conditions.

Prepares written reports and legal documents.

Prepares case information for and present evidence at appeal hearings and other legal proceedings. Depending upon assignment, duties may include, but are not limited to, the following:

Conduct field checks to uncover possible violations of a variety of City codes and ordinances including zoning, nuisance, property maintenance, and housing.

~~Analyze and make recommendations on policy development.~~

~~Investigate possible violations; contact responsible individuals in person and in writing; perform follow-up investigations to see that remedial action has been taken.~~

~~Work closely with homeowners, business and community groups to enhance and preserve the quality of neighborhoods through public relations, educational and code enforcement activities.~~

~~Coordinate inspections and dispositions of cases with engineering, building, fire, planning, police, county health officials and other agencies.~~

~~Respond to citizen complaints regarding code violations; exercise appropriate judgement in prioritizing calls; investigate and resolve problems, provide information to public by phone and in person regarding code regulations.~~

~~Assist in determining appropriate disposition of outstanding cases after consulting with City Attorney, Building and Planning Personnel; issue citations for infractions as provided by the Municipal Code; coordinate potential application of available loan and grant programs; prepare and present code violation cases before appropriate commissions and City Council; assist Attorney's office in preparing cases for court action.~~

~~Develop and implement effective public education strategies concerning the codes and ordinances; assist in carrying out the Commission's public outreach strategies; participate in neighborhood associations slum abatement initiatives.~~

~~Make presentations to community groups, business organizations, and school groups.~~

Code Enforcement Officer II

EXAMPLES OF ESSENTIAL DUTIES

Receives complaints of violations of city codes and ordinances for residential, commercial and industrial property.

Reviews case files, zoning codes and ordinances, general plan and tract maps and other documentation.

Conducts interviews, field investigations and site surveillance.

Determines compliance requirements.

Explains violations and alternative mitigation measures.

Issues Warning Notices.

Refers cases to other agencies.

Coordinates enforcement activities with other agencies.

Generates reports and conducts research using computer.

Provides technical expertise and participates in the training of other staff.

Assists processing of abatement orders.

May review planning applications, draft ordinance amendments, variances and development proposals for enforceability of conditions of approval.

Prepares written reports, legal documents, memos and letters.
Prepares case information for and presents evidence at appeal hearings and other legal proceedings.
Work independently without supervision.

Code Enforcement Officer I

QUALIFICATIONS

Code Enforcement Officer I

Knowledge of: Investigation principles and practices, principles of customer service elements of effective public education and community relations, basic principles, practices and techniques of building and safety inspection, working in a diverse community, safe and efficient work practices as they relate to code enforcement, basic computer knowledge regarding word processing and data bases.

Ability to: Learn and apply City codes, ordinances and procedures, interviewing, investigatory and safety techniques and practices; conduct research; read and follow maps; explain the provisions of codes and ordinances to the general public; inspect property with unknown hazardous conditions; analyze and evaluate observations and information; communicate effectively both verbally and in writing with individuals from a variety of socio-economic and cultural backgrounds; use protective clothing and apparatus; write technical reports; exercise sound judgment in potentially hazardous or dangerous situations; learn land use planning principles and practices; learn to take photographs and measurements; learn to prepare and present evidence and cases at hearings and judicial proceedings.

Code Enforcement Officer II

QUALIFICATIONS

Knowledge of: State and City codes and ordinances related to land use and zoning; investigation and safety techniques and practices; evidence collection and preservation; basic principles of land use planning; property owner rights; photography; property descriptions; assessor's map systems; court systems and legal procedures; construction materials and methods; conflict resolution techniques; research practices and techniques; technical report writing; public speaking techniques; practices and techniques of public contact with individuals from diverse socio-economic and cultural backgrounds; map reading; practices of supervision. International Property Maintenance, Electrical, Mechanical, Plumbing, and Building Codes.

Ability to: Apply interviewing, investigatory and safety techniques and practices; read, understand and enforce codes and ordinances; perform research; read and follow maps; make sound judgments in stressful situations; explain the provisions of codes and ordinances to the general public; identify different materials, other conditions which might result in immediate or potential health, safety or fire hazards; analyze and evaluate observations and information; direct and determine compliance; communicate effectively both verbally and in writing with

individuals from a variety of socio-economic and cultural backgrounds; use protective clothing and apparatus; write technical reports; inspect property with unknown hazardous conditions, including uneven terrain; take photographs and measurements; maintain accurate records. Work independently without supervision.

Code Enforcement Officer I

Knowledge of:

- ~~Investigation of principles and practices.~~
- ~~Principles of customer service.~~
- ~~Elements of effective public education and community relations.~~
- ~~Basic principles, practices and techniques of building and safety inspection.~~
- ~~Working in a diverse community.~~
- ~~Safe and efficient work practices as they relate to code enforcement.~~
- ~~Basic computer knowledge regarding word processing and data bases.~~

Ability to:

- ~~Learn and apply City codes, ordinances, laws and regulations pertaining to nuisance, zoning and building appropriate to facts observed with impartiality and efficiency.~~
- ~~Learn principles, practices, methods and techniques of code enforcement and neighborhood preservation.~~
- ~~Learn general City services and the municipal organizational structure as they relate to code enforcement.~~
- ~~Learn what evidence is necessary to present a case in a hearing or for court.~~
- ~~Understand legal descriptions and boundary maps of real property.~~
- ~~Understand Federal, State and local loan and grant programs pertaining to neighborhood preservation.~~
- ~~Respond to inquiries, complaints and requests for service in a fair, tactful and firm manner.~~
- ~~Analyze and compile technical information on code investigations and violations.~~

- ~~— Analyze and make recommendations concerning policy development applicable to neighborhood preservation.~~
- ~~— Apply investigative techniques useful in ensuring compliance with appropriate codes and ordinances.~~
- ~~— Establish, maintain, and foster team leadership, spirit and cooperation.~~
- ~~— Maintain and update records, logs and reports.~~
- ~~— Work effectively with other City departments.~~
- ~~— Communicate clearly and concisely, both orally and in writing, to the public, Commissions, and City Council.~~
- ~~— Establish and maintain cooperative working relationships with those contacted in the course of work, including the public, commercial and resident associations, advisory commissions, and City Council.~~

Education/Experience

Any combination of education and/or experience, which has provided the knowledge, skills and abilities necessary to satisfactory job performance would be qualifying. A typical way to obtain the required knowledge and abilities would be: Two years of undergraduate course work from an accredited college or university and one year of experience with the public in enforcement, inspection, investigative or public relations work, or six months of experience enforcing codes and ordinances relating to planning, zoning, building, or health and safety.

~~Experience and Training Guidelines~~

Code Enforcement Officer II

Education/Experience

Any combination of education and/or experience which has provided the knowledge and abilities necessary to satisfactory job performance would be qualifying. A typical way to obtain the required knowledge and abilities would be: Two years of undergraduate course work from an accredited college or university and two years of experience enforcing codes and ordinances relating to planning, zoning, building, or health and safety.

Code Enforcement Officer I & II

Licenses/Certificates/Special Requirements

Ability to obtain a valid Class C California Driver's License by date of hire is required. Valid required license shall be maintained.

ICC Certification Property Maintenance and Housing Inspector within one year of hire

Certified Code Enforcement Officer with California Association of Code Enforcement Officers (CACEO) within one year of hire

Successful Completion of a POST 832PC class required within one year of hire

ICC Residential Building Inspector Certification highly desirable

Work Environment:

Works indoors, works outdoors, driving required, use of computer, iPad or other mobile devices, works around others, works alone.

ADA Special Requirements:

Essential duties require the following the physical abilities and work environment:

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist and climb; exposure to cold, heat, outdoors, electrical hazards, vibration, chemicals, dust, toxic waste and mechanical hazards, exposure to slippery or uneven walking surfaces.

Code Enforcement Officer II

~~———— In addition to the qualifications for Code Enforcement Officer I:~~

~~———— **Knowledge of:**~~

~~Principles and techniques of code enforcement work.~~

~~———— **Ability to:**~~

~~———— Handle complex work assignments.~~

~~———— Perform basic administrative, budgeting, and policy development tasks.~~

~~———— Work independently without supervision.~~

Experience and Training Guidelines:

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

~~———— **Experience:**~~

~~———— Two years of responsible experience performing duties comparable to those of a~~

~~———— Code Enforcement Officer I in the City of San Mateo~~

ADA SPECIAL REQUIREMENTS:

~~Essential duties require the following physical abilities and work environment:~~

~~Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, climb, and lift 25 pounds;
exposure to cold, heat, outdoors, confining work space, electrical hazards, vibration, chemicals,
dust and mechanical hazards.~~

ADOPTED CC:	4-12-81
REVISED CC:	7-05-89, 6-17-96
FORMER TITLES:	
BARGAINING UNIT:	GENERAL UNIT
FLSA:	NON EXEMPT
DOT:	NO
PRE APPT MEDICAL:	YES
SAFETY SENSITIVE:	YES
FORM 700:	YES
JOB CODES:	CODE ENF OFFICER I – 5263, CODE ENF OFFICER II - 5262
ABOLISHED:	



ENVIRONMENTAL STORMWATER PROGRAMS COORDINATOR

DEFINITION

To coordinate, promote, expand, and implement the City's Environmental Stormwater Compliance Programs within the Public Works Department; to monitor compliance and coordinate with both internal and external customers to facilitate compliance; to assist the public; and to perform a variety of professional and technical level tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Regulatory Compliance Manager or higher level department personnel. May exercise technical or functional supervision over technical, administrative support and/or temporary and volunteer staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Coordinate and implement programs and provide compliance oversight for all provisions of the Stormwater Municipal Regional NPDES-National Pollutant Discharge Elimination System (NPDES) Permit (MRP) to facilitate compliance of the City therein.

Coordinate with other City departments, divisions, and sections as needed to support-facilitate regulatory complianceimplementation with-of various variousprograms and compliance with other stormwater-regulations including, but not limited to the General Industrial Stormwater and NPDES Permits for the WWTPWastewater Treatment Plant; -and Stormwater Pollution Prevention Planfor the City Corporation Yard; Bay Area Air Quality Management District (BAAQMD) permits and Hazardous Materials/Waste Mmanagement for various Public Works facilities; Federal Pretreatment, and other applicable Federal, State, and local regulations.

Interact and communicate with regulators in a professional and respectful manner that builds trust and fosters a good will.

Manage and prepare schedules for regulatory requirements to ensure timely preparation and submission of required stormwater reports.

Ensure documentation and information management systems to monitor program performance and compliance.

Conduct educational outreach activities that promote ~~Stormwater~~ Pollution Prevention, and participate in outreach and community/cleanup events.

Attend various meetings and support activities ~~of the~~including but not limited to C/CAG NPDES Technical Advisory Committee and its subcommittees, and Bay Area Clean Water Agencies Air Committee, to keep current on ~~MRP~~-compliance issues and represent the City, as appropriate.

Manage relationships, communication systems, and coordinate services on ~~stormwater~~-regulatory issues with other groups, contractors, cities, and agencies.

Ensure systems of communication, coordination, and program correction action are functional with other departments, divisions, and sections with regards to compliance with ~~storm-water~~various environmental regulations.

Encourage staff participation in pertinent education and training opportunities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for programmatic expenses; monitor and control expenditure.

Prepare and present programmatic reports to the ~~Public Works~~Sustainability and Infrastructure Commission and City Council.

Reviews and makes recommendations on proposed legislation, regulations, ordinances, and plans.

Perform field investigations relative to environmental compliance regulations.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Stormwater; wastewater; air; and hazardous materials/waste regulations, permits, practices, and related guidelines.

Inspection and field investigation practices and procedures

Current trends and recent developments ~~regarding stormwater pollution prevention~~in environmental compliance regulations.

Public administration policies and procedures.

Research and reporting methods, techniques, and procedures.

Structure and organization of public sector agencies.

Standard office procedures, practices, and equipment.

Basic budget development and administration.

Modern office practices, methods, and equipment, including a computer and applicable software.

Methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar.

Skills in:

Evaluating operations, facilities, and business practices for opportunities to minimize pollution and ensure regulatory compliance.

Ability to:

Plan, organize, coordinate, direct, and implement comprehensive environmental programs.

Safely perform required field work, including inspections, investigations, or field surveys related to compliance requirements.

Perform a wide variety of analytical duties and tasks with little to no supervision.

Supervise, train, and evaluate assigned support staff.

Conduct research, gather and analyze data, evaluate alternatives, and make recommendations.

Prepare clear and concise studies, proposals, and reports.

Establish and maintain effective working relationships with a variety of officials, contractors, the public, and staff.

Represent the City, as appropriate, in meetings with the public, media, government agencies, and industry groups, which includes making public presentations.

Communicate effectively, orally and in writing.

Provide outstanding customer service to the public and City employees.

Travel to various locations throughout the Bay Area and California.

Observe safety principles and work in a safe manner.

Operate standard office equipment and use software effectively.

Interpret and explain pertinent local and state laws, regulations, ordinances, and department policies and procedures.

Generate new and innovative ideas and methods to accomplish tasks and complete projects.

Experience and Training Guidelines:

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

Experience:

Minimum four (4) years related experience in environmental regulations and practices

Training:

The equivalent of completion of two years of college including or supplemented by training in environmental science. (A Bachelor's Degree in environmental science, biology, public administration or a related field may be substituted for up to two years of the desired experience.)

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license.

ADA Special Requirement:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment; and work outdoors with exposure to dust, noise, and inclement weather, and some stooping, lifting, and climbing.

ADOPTED CC: 6-20-16
REVISED CC:
FORMER TITLES:
BARGAINING UNIT: GENERAL UNIT
FLSA: NON EXEMPT
DOT: ~~NO~~
PRE APPT MEDICAL: ~~NO~~ YES
SAFETY SENSITIVE: ~~NO~~
FORM 700: NO
JOB CODES: 5457
ABOLISHED:



**WASTEWATER TREATMENT PLANT OPERATOR I
WASTEWATER TREATMENT PLANT OPERATOR II
OPERATOR-IN-TRAINING**

DEFINITION

To perform semi-skilled and skilled work in the operation of all equipment in a wastewater treatment plant on an assigned shift; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Operator-in-Training - This is the entry class in the water quality plant series for employees who do not possess a Grade I Wastewater Treatment Plant Certificate. Employees in the class perform the same duties as Water Quality Plant Operator I and have up to eighteen months in which to obtain a Grade I Certificate at which time they will be promoted to the higher class.

Wastewater Treatment Plant Operator I - This is the entry level class in the water quality plant operation series for employees who possess a Grade I Wastewater Treatment Plant Certificate. Incumbents work under the direct supervision of a Wastewater Treatment Plant Shift Supervisor or the Wastewater Treatment Plant Operator III and perform the more routine operation work. Employees in this class may be promoted to Water Quality Plant Operator II upon obtaining a Grade II Wastewater Treatment Plant Certificate and completing qualifying training.

Wastewater Treatment Plant Operator II - Positions in this class are flexibly staffed and are normally filled by advancement from the lower class of Wastewater Treatment Plant Operator I, or when filled from the outside require prior treatment plant operation experience. Appointment to the higher class requires that the employee be performing substantially the full range of duties for the class and meet the qualification standards for the class. A Wastewater Treatment Plant Operator II works under general supervision and is expected to perform the entire range of plant operation work. Work in this class is distinguished from that of the Wastewater Treatment Plant Operator I class by the greater complexity of the work, by the greater independence with which an incumbent is expected to operate, and the required possession of a Grade II Wastewater Treatment Plant Operator Certificate issued by the State of California.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Wastewater Treatment Plant Shift Supervisor or the Wastewater Treatment Plant Operator III.

EXAMPLES OF DUTIES

Depending upon assignment, duties may include, but are not limited to, the following:

Operate wastewater treatment facilities to control flow and processing of wastewater, sludge and effluent; monitor gauges, meters and control panels; observe variation in operating conditions, interpreting meter and gauge readings and test results to determine processing requirements.

Operate valves and gates; start and stop pumps, engines and electric motors to control and adjust flow and treatment processes; operate and maintain boilers; perform routine maintenance work on valves, tanks, related equipment and facilities.

Monitor, adjust and troubleshoot as needed plant operational processes utilizing data-driven technology, such as the SCADA or PCS system.

Fully utilize the computerized work systems in accordance with work flow processes.

Operate treatment plant vehicles and stationary machinery as required.

Collect samples and perform routine laboratory tests and analyses.

Weekend, holiday and shift work are required.

Assist in the supervision and training of less experienced operators.

QUALIFICATIONS

Operator-in-Training Wastewater Treatment Plant Operator I

Knowledge of:

Functions and purposes of wastewater disposal systems.

Basic mechanical and electrical systems.

Safe work practices around gases, electricity and chemicals.

Ability to:

Learn the principles and practices necessary in the operation of a wastewater treatment plant including the operation and maintenance of wastewater plant machinery.

Learn to make routine repairs and adjustments to motors, pumps and other equipment.

Learn to read meters and gauges correctly and to act quickly and competently.

Provide appropriate entries into the Operational Shift Logbook.

Use computers and handheld electronic devices in the course of work.

Understand and carry out oral and written instructions and to prepare simple reports.

Learn to collect samples and perform routine laboratory tests.

Experience and Education

Graduation from high school or equivalent and six educational units of math or science course work. A typical way to obtain the knowledge and abilities would be six months experience in handling of mechanical equipment and tools.

License or Certificate

Possession of a Grade I Wastewater Treatment Plant Operator Certificate issued by the State of California is required for Wastewater Treatment Plant Operator I.

Wastewater Treatment Plant Operator II

In addition to the qualifications for Wastewater Treatment Plant Operator I:

Knowledge of:

Principles and practices necessary in the operation of a wastewater treatment plant including the operation and maintenance of wastewater plant machinery.

Hazardous gases associated with treatment of wastewater.

Automated equipment as applied to treatment plant operation.

City wastewater plant operator policies and procedures.

Ability to:

Clean, clear, maintain and adjust motors, pumps, and other equipment.

Read meters and gauges correctly and to act quickly and competently.

Provide appropriate entries into the Operational Shift Logbook.

Use computers and handheld electronic devices in the course of work.

Collect samples and perform routine laboratory tests.

Perform all plant operations without direct supervision.

Experience and Education

Graduation from high school or equivalent. A typical way to obtain the knowledge and abilities would be a minimum of one year of experience in the operation of a wastewater treatment plant.

License or Certificate

Possession of a Grade II Wastewater Treatment Plant Operator Certificate issued by the State of California.

ADA Special Requirement:

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, crouch, stoop, squat, reach, crawl, twist, climb, and lift 50 pounds; exposure to extreme noise, outdoors, confining work space, chemicals, dust, toxic waste, explosive materials, mechanical hazards, and electrical hazards; availability to work shifts, on-call and stand-by.

Ability to wear a respirator and maintain a face seal while using a respirator.

ADOPTED CC:	3-01-81
REVISED CC:	12-03-90, 5-20-02, 9-03-13, 8-21-17
FORMER TITLES:	
BARGAINING UNIT:	SEIU MAINTENANCE UNIT
FLSA:	NON EXEMPT
DOT:	NO
PRE APPT MEDICAL:	YES
SAFETY SENSITIVE:	NO
FORM 700:	NO
JOB CODES:	WWTP OPR I – 6240, WWTP OPR II – 6242, WWTP OPR IN TRAINING - 6235

City of San Mateo

Operator-In-Training & Wastewater Treatment Plant Operator I/II

Page 5

ABOLISHED: