

## **CODE COMPLIANCE OFFICER**

### **DEFINITION:**

Under direction, to enforce County and State laws, codes and ordinances related to violations in the areas of building, zoning, substandard housing, solid and liquid waste, inoperable vehicles and handicap access.

### **DISTINGUISHING CHARACTERISTICS:**

Incumbents perform field and office investigative work in the enforcement of county ordinances, related code provisions, and applicable laws. The Code Compliance Officer is distinguished from the Code Compliance Supervisor which has full supervisory authority.

### **ESSENTIAL FUNCTIONS:**

- \$ Receives and records complaints from the public and staff regarding possible code violations
- \$ Investigates and inspects property for violations; documents violations by securing photographs and other pertinent documentation
- \$ Prepares and issues notices of non-compliance; works with property owners to encourage compliance and to work out problems/issues
- \$ Conducts follow up to ensure compliance
- \$ Prepares non-compliance cases for legal action
- \$ Provides information to the general public and other agencies
- \$ Prepares and maintains case files; maintains files and records of citations and violations
- \$ Prepares search and abatement warrants
- Prepares board letters, documents and correspondence, using Microsoft Office software

### **OTHER FUNCTIONS:**

- \$ Performs other duties of a similar nature as required.

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services.) As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable following a significant emergency or disaster.

**EMPLOYMENT STANDARDS:**

High School Diploma, G.E.D. or equivalent, and three (3) years of related construction or code compliance experience; or, an equivalent combination of education and experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.

**Licensing Requirements:**

- Possession of a valid Class "C" California Driver's License is required upon appointment
- § Obtain a California Peace Officer Standards and Training (POST) PC832 Certification within one (1) year or your employment will be terminated
- § Certification issued by the International Code Council (ICC) in at least on one of the following Certified Code Safety Professional Exam fields: Property Maintenance and Housing Inspector, Zoning Inspector, Commercial Building Inspector, Residential Building Inspector, or certification as a Certified Code Enforcement Officer (CCEO) issued by the California Association of Code Enforcement Officials (CACEO).

One of these certifications must be obtained within one (1) year of appointment or your employment will be terminated. Certifications must be maintained current as required by the governing organizations.

**Knowledge of:** Applicable codes and ordinances; construction trades; search and seizure laws; computers and related applicable software; and safe work practices.

**Ability to:** read and interpret codes and ordinances; investigate complaints; read maps; mediate and resolve conflicts; use computers and related software applications; communicate both orally and in writing sufficient to exchange or convey information; establish and maintain good public relations and effective working relationships; and receive work direction.

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(former titles Code Compliance Officer I/II)