



CITY OF SANTA CRUZ CODE COMPLIANCE SPECIALIST

Reports to: Principal Planner
Supervises: Non-supervisory
Bargaining Unit: Service

BASIC FUNCTION

Under general direction, effectively administers a code enforcement program whereby, in coordination with other staff and agencies, deficiencies in compliance of properties with applicable building, zoning, fire, housing and health and safety codes are identified, through investigations, field inspections and analysis, in order to induce corrective actions by property owners and to enforce code compliance in accordance with established laws, policies and procedures. Performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The focus of this position is the implementation of the aforementioned laws, codes and regulations. In addition to technical knowledge of codes, the incumbent must possess strong communication, administration, computer and recordkeeping skills.

TYPICAL DUTIES *(May include, but are not limited to the following):*

- Performs building and site inspections, applying acceptable inspection procedures.
- Compiles, analyzes and evaluates findings of investigation and inspection.
- Coordinates investigations and inspections with other regulatory or law enforcement agencies.
- Prepares clear, concise and comprehensive reports, correspondence, ordinances, guidelines and other required documents. Maintains accurate and legible field notes to document findings.
- Establishes and maintains effective working relationships with property owners, tenants, the general public, officials and personnel from City departments and other agencies.
- Conducts code enforcement program/activities in accordance with established City procedures and guidelines.
- Reads, correctly interprets, and applies and uses building and housing codes, municipal codes, the zoning ordinance, relocation law and regulations, CDBG administrative requirements, and other laws, regulations and policies as required.
- Advises property owners of proper compliance procedures, such as how to obtain a building permit and how to determine what other planning permits may be necessary.
- Inputs, accesses and analyzes data using a computer.
- Gathers and evaluates facts and evidence and draws logical conclusions.
- Makes presentations to staff, community groups, advisory bodies and others.
- Issues citations for non-compliance.
- Performs other related duties as assigned.

WORKING CONDITIONS

Position requires: some prolonged sitting, standing, walking on level or moderately inclined and uneven or slippery surfaces; reaching, twisting, turning, kneeling, bending, stooping, squatting, crawling or crouching in confined spaces; grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment, and observing subtle and often fine details common to construction plans as well as general reading, writing and other communications. May lift, carry and push tools, equipment and supplies weighing up to 25 pounds. Additionally, the incumbent in this position works in all weather conditions, including wet, heat and cold. The position entails working in situations that may expose the employee to fumes or airborne particles, electrical shock or mechanical hazards and emergency situations. The nature of the work may also require the incumbent to climb ladders and drive motorized vehicles. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS

Knowledge:

- Federal, state and municipal laws, regulations and procedures relating to building codes, housing codes, and zoning ordinances.
- Principles, methods and techniques used in investigations and enforcement work including appropriate legal requirements and constraints.
- Rules of evidence and court procedures.

Abilities:

- Communicate effectively and make public presentations.
- Prepare clear, concise written reports and correspondence.
- Research and compile data and maintain accurate records of findings.
- Interpret and evaluate issues and make appropriate recommendations for action.
- Establish and maintain effective working relationships with the public, staff and City advisory bodies.
- Effectively handle adversarial situations.
- Work independently and meet established deadlines.
- Perform periodic evening, late evening or early morning inspections.

The position responsible for Community Development Block Grant programs:

Knowledge:

- Laws and regulations relating to relocation and housing funding programs.

Abilities:

- Maintain records and compile periodic progress reports in compliance with the requirements of the program funding source, such as the Community Development Block Grant Program.

EDUCATION AND EXPERIENCE

Any combination of education and experience that provides the above knowledge, skills and abilities combined with any required licenses above is qualifying. A typical way to obtain the required qualifications is to possess the equivalent of the following:

- Three (3) years of public agency experience related to building codes, housing codes and/or zoning enforcement; or
- Certification as an International Code Council (ICC) building inspector or property maintenance and housing inspector with two (2) years of public agency experience related to building codes, housing codes and/or zoning enforcement; or
- A Bachelor's degree from an accredited college or university with a major in planning, urban studies, political science, police science, construction technology or a closely related field, with (1) year of public agency experience related to building codes, housing codes and/or zoning enforcement.

LICENSES/CERTIFICATES

- Must complete PC832 certification within one year of appointment.
- Must obtain ICC certification as a Property Maintenance and Housing Inspector within one year of appointment.
- Possession at time of hire and continued maintenance of a valid Class C California driver's license and a good driving record.

DESIRABLE QUALIFICATIONS

- The ability to communicate effectively in Spanish.
- Certification as an ICC Building Inspector, ICC Property Maintenance and Housing Inspector, CACEO Code Enforcement Officer.

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