

CODE ENFORCEMENT OFFICER/MOBILE HOME PARK INSPECTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, performs a variety of technical duties in support of the City's code enforcement program including specialized duties and responsibilities related to reviewing mobile home building permit applications; performs plan checks and physical site inspections; monitors and enforces a variety of applicable ordinances, codes, and regulations related to land use matters, building, housing, health and safety, property maintenance, general inspection of mobile home parks and RT zones, abandoned vehicle abatement, noise abatement, and other matters of public concern; investigates violations and initiates procedures to abate violations and obtain compliance including issuing notices of violations, citations, and other correspondence specifying necessary corrective actions, compliance, and compliance dates; approve and sign-off on final inspections; serves as a resource and provides information on City regulations to property owners, residents, businesses, the general public, and other City departments and divisions.

DISTINGUISHING CHARACTERISTICS

This is a specialized class in the Code Enforcement Officer series. Incumbents at this level require demonstrated ability to perform a variety of responsible code enforcement duties as well as specialized permitting and plan checking duties for the City's mobile home parks. Positions at this level require one year of experience comparable to a Code Enforcement Officer II with the City of Escondido. In addition, incumbents must have successfully completed a P.O.S.T. – certified PC 832 course.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Reviews mobile home building permit applications; performs plan checks to ensure work to be done complies with all appropriate codes, ordinances, and regulations; approves applications after appropriate corrections have been made.
- Inspects work performed under permit in mobile home parks to verify that completed work complies with appropriate codes, ordinances, and regulations and is in accordance with approved plans, specifications, and final permit; performs duties to obtain compliance in regards to permit; conducts follow-up inspections to ensure compliance.
- Issues stop work notices for construction or alterations being performed without proper permits; assists all parties involved in achieving compliance.
- Enforces Title 25 of the California Code of Regulations and the California Health and Safety Code (Mobile Home Parks Act); investigates complaints in mobile home parks regarding alleged violations of Title 25 and other applicable local codes and ordinances.
- Conducts State mandated mobile home park health and safety inspections and rent control related inspections; issues notices of violations; performs duties to obtain compliance in regards to correction of violations; conducts follow-up inspections to ensure compliance.

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- Assists mobile home park residents, managers, owners, contractors, engineers, and public agencies in the clarification and interpretation of codes and ordinances.
- Performs a variety of field and office work in support of the City's code enforcement program; enforces compliance with applicable ordinances, codes, and regulations including those pertaining to land use matters, building, housing, health and safety, property maintenance, mobile home parks, and other matters of public concern.
- Receives and responds to citizen complaints and reports from other agencies and departments on violations of City zoning and related municipal codes and ordinances as well as State regulations; conducts investigations; interviews complainant and witnesses; inspects residential, commercial, and industrial properties for code violations; attempts to make contact property owners or tenants in order to resolve violation and work toward compliance; issues and posts warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedules and performs all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances; prepares requests for legal action; issues administrative and misdemeanor criminal citations as necessary.
- Maintains accurate documentation and case files on all investigations, inspections, enforcement actions, and other job related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; establishes and maintains a case management system.
- Prepares and provides documentation and evidence in support of legal actions taken by the City; appears in court as necessary; testifies at hearings and in court proceedings as required.
- Prepares a variety of written reports, memos, and correspondence related to enforcement activities.
- Proactively patrols assigned area to identify and evaluate problem areas and/or ordinance violations; conducts property inspections; determines proper method to resolve violations.
- Regularly participates in proactive sweeps.
- Attends meetings and serves as a resource to other City departments, divisions, the general public, community groups, and outside agencies related to code enforcement; works cooperatively with other departments regarding code enforcement issues; works cooperatively with local, state, and federal agencies including social services agencies to provide resources and enforcement to the community; interprets and explains municipal codes and ordinances to members of the general public, contractors, business owners, and other interested groups in the field, over the counter, and on the telephone.
- Operates computer to enter, process, and acquire data relative to complaints, inspection sites, and effective code enforcement; researches complaints.
- Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Plan checking principles and practices related to mobile homes.
Principles, practices, and techniques of mobile home building permitting and permit inspection.
Pertinent codes, ordinances, laws, and regulations related to assigned duties including Title 25, CCR, and all codes applying to the Mobile Home Act for the State of California.
Requirements of building, plumbing, electrical, mechanical, and related codes and ordinances as they relate to mobile homes.
Procedures involved in the enforcement of codes and regulations including research methods and techniques.
Principles and practices of conducting and documenting field investigations.
Municipal zoning and land use principles.
City services and organizational structure as they relate to code compliance.
Legal actions applicable to code enforcement compliance.
Principles and practices of customer service and public relations.
Principles and procedures of record keeping and filing.
Methods and techniques used in the preparation of business correspondence and technical reports.
Modern office procedures, methods, and equipment including computers and supporting word processing, database, and spreadsheet applications.
Operating characteristics of communication devices including portable radios and wireless phones.
Occupational hazards and standard safety practices including personal safety practices when in confrontational encounters with the public.
Geographic features and locations within the area served.
Effective communication techniques required for gathering, evaluating, and transmitting information.
Mathematical principles for purposes of reading plans, maps, measuring, and other computations necessary for inspections.
English usage, spelling, grammar and punctuation.

Ability to:

Review and process mobile home building permit applications.
Perform mobile home building permit plan checks to ensure work to be done complies with all appropriate codes, ordinances, and regulations.
Inspect work performed under permit in mobile home parks to verify that completed work complies with appropriate codes, ordinances, and regulations and is in accordance with approved plans, specifications, and final permit.
Independently perform a full range of municipal code enforcement and compliance duties.
Read, understand, interpret, apply, and explain applicable codes, ordinances, regulations, policies, and procedures related to assigned area.
Inspect and identify violations of applicable codes and ordinances.
Enforce pertinent codes, ordinances, laws, and regulations with impartiality and efficiency.
Respond to inquiries, complaints, and requests for service in a timely and tactful manner.
Work in potentially confrontational settings and use accepted and appropriate techniques to ensure officer safety.
Defuse and react appropriately to potentially dangerous and confrontational encounters with the public.
Represent the City in a professional manner and deal effectively with the public to gain their cooperation in resolving problems and concerns.
Research, compile, and collect data.
Prepare accurate and detailed documentation of investigation findings.

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Prepare and maintain a variety of correspondence, logs, records, and files.
Prepare clear and concise technical reports.
Read and interpret legal documents and descriptions.
Read and interpret basic construction drawings and site plans.
Read maps.
Make oral presentations and testify in court
Work independently in the absence of supervision.
Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
Understand, interpret, and apply general and specific administrative and departmental policies and procedures.
Operate and use modern office equipment including a computer and various software packages.
Operate communication devices including portable radios and wireless phones.
Type and enter data accurately at a speed necessary for successful job performance.
Demonstrate an awareness and appreciation of the cultural diversity of the community.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training and/or college level coursework in building inspection, plan checking, criminal justice, planning, public administration, law enforcement, construction inspection, or related field.

Three years of experience performing public contact work of an investigative or inspection nature including a minimum of one year of code enforcement investigation/inspection work at a level comparable to the City of Escondido Code Enforcement Officer II. Construction inspection or construction experience is highly desirable.

License and Other Requirements

Possession of a valid PC 832 certificate.

Possession of an appropriate, valid driver's license.

Possession of California Association of Code Enforcement Officers Association (CACEO) or equivalent training/education certificates is desirable.

Certification by the International Code Conference or similarly recognized organization as a Combination Inspector or Building Inspector is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Office and field environment. Exposure to extreme heat and humidity working outdoors; temperature swings from indoor air-conditioning to outdoors; extreme noise at industrial sites; mechanical and radiation hazards at industrial sites; hazards of electrical wiring; explosive hazards; fumes and odors of gases and exhaust; dust of households, storage spaces and environment; animal and human waste; toxic chemicals and hazardous waste; dissatisfied and potentially hostile individuals. Work schedule is 80-hour work periods, with unscheduled breaks and lunch periods. Overtime may occasionally be required based on workload. Work setting is informal, team-oriented,

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having variable tasks. Work is frequently fast-paced and high pressure. Work is performed both in the office and in the field at various residential, commercial and public buildings, as well as vacant land.

Physical: Primary functions require sufficient physical ability to work in an office and field environment. CONTINUOUS sitting, reaching below shoulder level, downward flexion of neck. FREQUENT walking, stationary standing, side-to-side turning of neck; transporting objects weighing up to 10 lbs. distances up to one mile; light grasp and finger press and pinch to manipulate office equipment, writing materials, and computer keyboard; bending, stooping, squatting, climbing, reaching above and at shoulder level, kneeling, pushing/pulling, twisting at waist, upward flexion of neck; lifting objects weighing up to 10 lbs. from below waist to above shoulder level; moderate handling and fine finger dexterity to manipulate equipment; power grasp to handle equipment and materials; twisting wrist to manipulate tools; crawling, balancing above ground. INFREQUENT lifting objects weighing 11-25 lbs. from below waist to above shoulder level and transporting distances up to one mile; lifting objects weighing 26-50 lbs. from below waist to chest level; OCCASIONAL lifting objects weighing 51-75 lbs. from below waist to waist level; transporting objects weighing 26-75 lbs. distances up to two feet; upper body strength to lift/pull own body weight up into an attic or over a fence.

Vision: See in the normal visual range with or without correction; vision sufficient to observe conditions in performing inspections and investigations, read computer screens and printed documents, and operate vehicles.

Hearing: Hear in the normal audio range with or without correction; ability to hear personal and telephone conversations with citizens; hear alarms and warning devices.

Speaking: Communicate in English, in person and by radio to communicate with both the public and co-workers.