

City of South San Francisco
Human Resources Department

Code Enforcement Officer
Class Description

Definition

Under general supervision, ensures field enforcement of assigned ordinances and codes of the City of South San Francisco; and does related work as required.

Distinguishing Characteristics

This classification is distinguished from specialized inspection classes in that it is responsible for field investigation and enforcement of a wider variety of municipal codes and ordinances, as well as conducting uniform fire and building-related code inspections.

Important and Essential Duties

1. Makes field investigations; reports findings to supervisor.
2. Receives and investigates complaints of nuisances and alleged violations of various ordinances, and building and fire regulations.
3. Obtains evidence of violations; prepares reports with recommendations; assists in the preparation of cases for Planning Commission, City Council, and court action.
4. Makes periodic site inspections for conformity to approved plans as assigned.
5. Inspects projects for compliance with conditions imposed by the Planning Commission and/or City Council.
6. Works in cooperation with other departments/divisions.
7. Conducts business license inspections.
8. Meets with citizens, business owners, and special interest groups to explain ordinances and codes.
9. Operates a variety of machines and equipment such as automobile, camera, measuring tape, wheel, calculator, drafting equipment, and computer equipment.
10. Makes presentations to community groups, business organizations, school groups, elected and appointed officials, and city staff.
11. Issues notices of violation and/or citations in the course of the enforcement of assigned ordinances and codes of the City.
12. Assists with responding to requests for service at the counter.
13. Assists with the occupancy permit procedure by performing final inspections.
14. Conducts basic fire and building inspections to witness compliance with state and local codes, ordinances, and regulations.
15. May exercise powers of arrest in accordance with the Municipal Code and Penal Code Section 836.5.

16. Works closely with homeowners, business groups, and community groups to enhance and preserve the quality of neighborhoods through public relations, education, and code enforcement.
17. Coordinates inspections and dispositions of cases with engineering, planning, police, county health officials, and other agencies.
18. Responds to citizen complaints regarding code violations; exercises appropriate judgement in prioritizing calls; investigates and resolves problems, provides information to the public by phone, in person, and by electronic means regarding code regulations.
19. Maintains a variety of paper and electronic records.
20. Performs related duties and responsibilities as assigned.

Job Related and Essential Qualifications

Knowledge of:

- Principles, practices, and purposes of City services, such as planning, building, and fire inspections.
- Basic principles, practices, and techniques of building, fire, and life safety inspections.
- Social, economic, and environmental concerns related to job function.
- Principles and techniques of effective customer service.
- General provisions of the Uniform Fire and Uniform Building Codes.
- Code enforcement procedures, including issuance of notices of violation, citations, and powers of arrest.
- Data and records management principles and practices.
- Techniques for dealing effectively with the public and City staff, in person and over the telephone.

Ability to:

- Learn specific provisions of applicable codes, ordinances, and regulations enforceable by the City.
- Learn computer applications related to the work, including word-processing, presentation, database, spreadsheet, e-mail, and calendar applications.
- Establish and maintain cooperative-working relationships with those contacted in the course of work.
- Understand and comply with the rules and regulations of the City of South San Francisco and the South San Francisco Fire Department.
- Interpret and implement policies, procedures, and computer applications related to the division and department functions.
- Use English effectively to communicate clearly and concisely in person, over the telephone, and in writing.
- Use initiative and independent judgment within established policy and procedural guidelines.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.

- Represent the City effectively in contacts with elected and foreign officials, representatives of other agencies, City departments, and the public, occasionally in situations where relations may be difficult or strained.
- Work in a safe manner, following City safety practices and procedures.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Basic keyboarding skills.
- Basic computer skills, including word processing, databases, and calendar and e-mail systems.
- Entering data into standard computer format with speed and accuracy sufficient to perform assigned work.
- Rapid note taking and accurate transcription of own notes

Experience and Training

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

Experience: Two years of responsible experience working with the public dealing with inspection, building, fire, planning/zoning, enforcement, public service, or other related fields comparable to those duties of a Code Enforcement Officer in the City of South San Francisco.

Training: Equivalent to completion of the twelfth grade and one year of code enforcement, building inspection, engineering, planning, fire or related field work. An AA degree from an accredited college, as well as additional training, apprenticeships, seminars, certificates, licenses, or other related experience is desirable.

Licenses and Certificates

Possession of an appropriate valid California State Driver's license, which must be maintained as a condition of employment. One of the following certificates is desirable: ICBO, Fire Prevention, Fire Investigation, or Basic Peace Officer training certificate.

Special Requirements

Essential duties require the following physical skills and work environment: ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb ladders, stairs and scaffolding, and lift 25 pounds, use standard office equipment, including a computer, and to travel to various sites throughout the City; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone; exposure to cold, heat, noise, outdoors, vibration, confined work space, chemicals, explosive materials, mechanical hazards and electrical hazards and pitched and flat roofs; ability to travel to different sites and locations. Specified positions may require extended hours or off-shift work for meeting attendance or participation in specific projects or programs.

Approved: October 1995
Revised Date: July 1997, June 2000, July 2018
Former Titles:
Abolished:
Bargaining Unit: AFSCME
ADA Review: June 2000
DOT: No
Physical: Class 2
Status: Classified/Non-exempt
EEOC Category: EF 9, EJ 3
Job Code: A145

ADA Documentation of Essential Duties

1. SDE
2. SDE
3. SWE
4. MWE
5. SDE
6. SDE
7. SDE
8. SDE
9. SDE
10. OAE
11. SDE
12. MAE
13. SAE
14. SDE
15. OAE
16. SDE
17. SDE
18. SDE
19. SDE