Bargaining Unit:

FLSA:

Covered

01

Position Number: 01962

CODE ENFORCEMENT OFFICER

DEFINITION

Under general supervision, to inspect existing residential buildings and dwelling units to determine compliance with City ordinance standards, and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for the positions having responsibility for providing neighborhood inspections to determine compliance with City ordinance standards.

REPORTS TO

Director of Development Services, Chief Building/Construction Project Official or other designated Personnel.

CLASSIFICATIONS SUPERVISED

This is not a supervisory class.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Obtains permission from owners and tenants to enter buildings; examines visually all areas to determine compliance with ordinance standards for heating, lighting, ventilating, and plumbing installations; measures dwelling units and rooms to determine compliance with ordinance space requirements; inspects premises for overall cleanliness, adequate disposal of garbage and rubbish, and for signs of vermin infestation to determine compliance with property maintenance ordinance; prepares forms and letters advising property owners and tenants of possible violations and time allowed for correcting deficiencies; consults file of violation reports and revisits dwellings at periodic intervals to verify correction of violations by property owners and tenants; explains requirements of housing standards ordinance and property maintenance ordinance to property owners, building contractors, and other interested parties.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; ability to walk in uneven terrain and on slippery surfaces; normal manual dexterity and eye-hand coordination; ability to crawl through various areas requiring movement on hands and knees; ability to climb, stoop, crouch, and kneel; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX machine; operate an automobile.

CODE ENFORCEMENT OFFICER - 2

TYPICAL WORKING CONDITIONS

Work is performed in office, outdoor, and driving environments; some assignments performed alone in remote locations; work is performed in varying temperatures; exposure to dust, chemicals, and gases; exposure to electrical currents; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

Accepted safety standards and methods of building construction. Inspection methods and procedures.

Ability to:

Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Write routine reports and correspondence.

Speak effectively before groups of customers or employees of organizations.

Make mathematical calculations quickly and accurately.

Solve practical problems and to deal with a variety of situations.

Interpret instructions furnished in written, oral, diagram, or schedule form.

Use and apply a wide scope of inspection methods and techniques.

Detect deviations from City ordinance standards for heating, lighting, ventilating, and plumbing installations.

Determine compliance with ordinance space requirements.

Communicate effectively both orally and in writing.

Deal tactfully and courteously with the public and other staff when explaining the functions and policies of the Development Services Department.

Establish and maintain cooperative working relationships.

Training and Experience:

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

Graduation from high school or equivalent and six months to one year experience in the construction or general maintenance field; or equivalent combination of education and experience.

Special Requirements:

Possession of a valid California driver's license.

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Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The City of Merced assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined by the City Manager.