



AUGUST 2024

FLSA: EXEMPT

BUILDING AND FIRE CODE OFFICIAL CODE ENFORCEMENT OFFICER

DEFINITION

Under direction, plans, reviews and performs a variety of inspections and code enforcement duties to ensure compliance with fire and life safety codes for new and existing construction, residential occupancies, and commercial or industrial activities; conducts plan checks for compliance with Fire Codes and ordinances, hazardous materials management, fire investigation and abatement; performs routine to complex plan review and inspections of residential, commercial, and industrial building sites to enforce building, plumbing, mechanical, electrical, and environmental codes; conducts resale inspections; ensures conformance with approved plans, specifications, standards, permits, and licensing; provides a variety of information to property owners, developers, architects, engineers, and contractors; completes work related to neighborhood preservation, code enforcement, enforcing city zoning, fire nuisance and related codes and regulation; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management staff. Exercises technical and functional direction over and provides training to less experienced staff.

CLASS CHARACTERISTICS

This is an advanced-level classification responsible for performing the most complex work. Incumbents regularly work on tasks which are varied and complex, predominantly intellectual in character, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform plan review and combination inspection activities. Many assignments are given with general guidelines and incumbents may be responsible for establishing objectives, timelines, and methods to enforce compliance with regulatory codes, laws, and ordinances, and ensure conformance with approved plans, specifications, standards, permits, and licensing. Work may be reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- ▶ Plans, schedules, prioritizes, and assigns construction as well as fire/life safety inspections in consultation with management staff; communicates status of inspections to appropriate staff, working cooperatively to schedule inspections in accordance with established priorities.
- ▶ Oversees and performs field inspections of new and existing commercial, industrial, and residential properties at various stages of construction, alteration, and repair for conformance to codes, regulations, plans, specifications, standards, and architect and engineering drawings related to foundations, framing, electrical, mechanical, heating, plumbing, structure, finish, and a wide variety of other routine to complex building system elements; inspects a variety of structural member factors;

- ▶ examines grade, quality, and treatment of a variety of materials; performs final inspections.
- ▶ Performs non-structural plan checking for completeness, accuracy, and code compliance for new construction, alterations, or remodeling of existing structures; ensures compliance with applicable codes and accepted engineering practices.
- ▶ Prepares and issues resale reports post inspection detailing existing deficiencies and violations; identifies code corrections when appropriate; performs re-inspections; validates and issues a resale certificate of occupancy as appropriate.
- ▶ Initiates minor field changes on contract projects not involving structural or architectural features.
- ▶ Investigates complaints regarding existing buildings or new construction to determine if code violations or problem conditions exist; writes "stop work" notices for work being done without permits or in an unsafe manner.
- ▶ Consults with management regarding legal aspects of building inspection and other matters; attends code interpretation meetings.
- ▶ Confers with and provides information to developers, engineers, architects, property owners, contractors, and others regarding code requirements and alternatives; attends pre-construction meetings; resolves complaints and problems.
- ▶ Conducts follow-up inspections to ensure compliance; establishes and maintains accurate and complete case files; prepares documents and evidence for court proceedings; testifies in hearings and court proceedings, as necessary.
- ▶ Responds to land use and building safety complaints.
- ▶ Perform code enforcement activities.
- ▶ Identify, evaluate, and address problem areas and/or ordinance violations.
- ▶ Performs code inspection duties to ensure compliance with applicable city codes and ordinances.
- ▶ Administers the code enforcement and weed abatement programs.
- ▶ Administers the City's anti-graffiti and abatement efforts.
- ▶ Participate in programs involving abandoned and inoperative vehicle abatement on public and private property.
- ▶ Gather evidence for abatement hearings.
- ▶ Assists with fire investigation determining cause and origin.
- ▶ Formulates and enforces fire prevention policies and SOPs; recommends revisions to city fire codes.
- ▶ Prepares and presents staff and agenda reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- ▶ Serves as a liaison for assigned functions with other City departments, divisions and outside agencies; provides staff support to commissions, committees, and task forces as necessary.
- ▶ Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary action.
- ▶ Provides technical and functional direction to assigned staff; reviews and controls quality of work; participates in performing complex building plan check and inspection duties.
- ▶ Trains employees in work principles, practices, methods, policies, procedures, and applicable Federal, State, and local laws, rules, codes, and regulations.
- ▶ Prepares and maintains a variety of correspondence, reports, correction notices, and other written materials.
- ▶ Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public.
- ▶ Appears in court, or in hearings, if necessary, in the defense of code compliance.
- ▶ Ensure proper processing of official notices and follow-up related to established deadlines.
- ▶ Keep current on legislative actions and correspondence necessary to implement organizational objectives, studies, and projects.
- ▶ Compile information and data for a variety of reports.
- ▶ Operate computer(s) to enter, process, and acquire data relative to complaints, inspections and effective code enforcement and research complaints.
- ▶ Receive complaints and work with property owners, neighborhood organizations, and other concerned parties to resolve nuisance issues and avert legal action.
- ▶ Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- ▶ Principles and practices of fire suppression, prevention, inspection, investigation, and damage control.
- ▶ Principles and practices of budget development and administration.
- ▶ Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- ▶ Principles and practices of leadership.
- ▶ Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- ▶ City and mandated safety rules, regulations, and protocols.
- ▶ Principles and practices of contract administration and management.
- ▶ Methods of techniques of preparing technical and administrative reports, and general business correspondence.
- ▶ Principles, practices, methods, materials, techniques, and safety standards of building construction, building inspection, and structural design for commercial, industrial, and residential buildings.
- ▶ Principles and practices of the Americans with Disabilities Act (ADA) as it relates to building construction.
- ▶ Proper field inspection methods and procedures.
- ▶ Building, plumbing, electrical, mechanical, life safety, energy, and related codes.
- ▶ Concepts and practices of non-structural plan review.
- ▶ Characteristics of common materials used in building construction.
- ▶ Principles of trades areas as they relate to inspecting buildings and mechanical, plumbing, and electrical systems.
- ▶ Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- ▶ Occupational hazards and standard safety practices necessary in the area of building inspection and construction.
- ▶ Mathematical principles including algebra, geometry, and trigonometry.
- ▶ Record keeping principles and procedures.
- ▶ Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- ▶ The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- ▶ Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- ▶ City ordinances and regulations.
- ▶ Elements of planning and zoning administration and use of related ordinances.
- ▶ Building code, nuisance abatement practices and procedures.

Ability to:

- ▶ Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- ▶ Research, analyze, and evaluate new service delivery methods, procedures, and other written material.
- ▶ Analyze, interpret, summarize, and present technical information and data in an effective manner.
- ▶ Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- ▶ Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures, and departmental policies governing the construction and inspection of buildings and serves as a Certified Accessibility Specialist.
- ▶ Review, understand, interpret, and analyze construction blueprints, plans, specifications, architect and engineering drawings, and maps for conformance with City standards and policies.

- ▶ Detect faulty materials and workmanship and identify measures needed to remedy them.
- ▶ Coordinate and deal with contractors, engineers, and property owners, as well as investigate building code violations and respond to inquiries and complaints in a fair, tactful, and timely manner.
- ▶ Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- ▶ Effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- ▶ Establish and maintain accurate logs, records, and basic written records of work performed.
- ▶ Make accurate mathematical computations.
- ▶ Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- ▶ Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- ▶ Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- ▶ Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- ▶ Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

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

Education:

- ▶ Equivalent to completion of the twelfth (12th) grade, supplemented by fire science and construction code classes, such as fire science, uniform building, plumbing, mechanical, national electrical, and/or local municipal codes, or a related field.
- ▶ Preferred – Equivalent to a bachelor's degree from an accredited college or university with major coursework in fire science, fire administration, public administration or a related field.

Experience:

- ▶ Four (4) years of increasingly responsible fire and building code inspection experience including two (2) years of lead or supervisory experience.

LICENSES AND CERTIFICATIONS:

- ▶ Possession of a valid California Driver's License, to be maintained throughout employment.
- ▶ Possession of, or successful acquisition within 12 months from date of appointment, valid International Code Council (I.C.C.) Commercial and Residential Building, Plumbing, Mechanical, and Electrical Inspector Certificates to be maintained throughout employment.
- ▶ Possession of fire inspection and prevention certificates.
- ▶ Preferred - Completion of California State Fire Marshal Fire Prevention training courses 1A, 1B, 1C, 2A, 2B, 2C, 3A, and 3B or equivalent.
- ▶ Preferred – Completion of California State Fire Marshal Fire Inspector courses 1A, 1B, 1C and Fire Investigations courses 1A and 1B.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and

hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.