



CITY OF BANNING, CALIFORNIA

Senior Code Compliance Officer

Job Code: 3235

FLSA

Exempt

Non-Exempt

JOB DEFINITION: Under general supervision of the Development Services Manager/Chief Building Official provides lead supervision and training to Code Enforcement Officers and office staff. Establishes and maintains code enforcement activity for the division, and conducts the more complex code enforcement activities involving code violations, investigation and enforcement of City Ordinance and related state regulations including housing, zoning, land use, health, sanitation and public nuisances.

ESSENTIAL FUNCTIONS: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES: Performs complex code enforcement case investigations, prepares case documentation related to casework, assists other code enforcement personnel in the investigation and case preparation for complex cases. Assigns cases, oversees case loads, maintains code enforcement activity. Position requires a significant level of specialized work requiring significant exercise of independent judgment.

Plan, organizes, supervises and evaluates the work and performance of assigned staff. Develops, implements, and monitors work plans to achieve goals and objectives. Prepares and reviews inspection reports. Documents findings with photographs and written statements, prepares correspondence to inform responsible party of the violation and required action. Maintains web information.

Prepares warrant and affidavit for abatement notices, ensures appropriate documentation is archived.

Performs other duties as assigned or required.

KNOWLEDGE and SKILLS:

- Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of code enforcement procedures in California
- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in conducting effective plan reviews and building inspections.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer utilizing a variety of software applications.
- Skill in directing and evaluating the work of subordinate employees.

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MINIMUM QUALIFICATIONS: A high school diploma or GED **AND** five (5) years of building inspection experience **WITH** at least two (2) of those years as a lead or supervising code enforcement officer.

ADDITIONAL REQUIREMENTS: Must have at the time of application and must maintain PC 832 Certification. Must have at the time of application and must maintain a California driver license. May be exposed to extreme weather conditions, potential physical harm, infectious diseases, hazardous chemicals and/or dangerous machinery. May be required to work outside the traditional work schedule. May be subject to call out and/or call-back.