

CODE ENFORCEMENT INSPECTOR I/II

DEFINITION

To conduct inspections and enforce various codes and ordinances, including but not limited to, the Hayward Municipal Code, Community Preservation Ordinance, Residential Rental Inspection Ordinance, Zoning Ordinance, Sign Ordinance, Housing Code, International Property Maintenance Code, California Building, Plumbing, Mechanical and Electrical Codes; to inspect single family and multi-family housing, motels and hotels to ensure premises meet minimum code standards, safety regulations, and sanitation needs and to ensure premises are fit for human habitation; to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

**Code Enforcement Inspector I:** This is the entry-level class in the Code Enforcement Inspector series. This class is distinguished from the journey level by the performance of more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

**Code Enforcement Inspector II:** This is the full journey level class in the Code Enforcement Inspector series. Employees within this class are distinguished from the Code Enforcement Inspector I by the performance of the full range of duties as assigned including difficult and complex work. As incumbents gain skill and experience, they are expected to work with greater independence on more varied assignments and must apply breadth and depth of knowledge in the inspection and enforcement of various codes, ordinances and regulations. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level.

SUPERVISION RECEIVED

**Code Enforcement Inspector I:** Receives immediate supervision from the Code Enforcement Supervisor; and may receive technical and functional supervision from the Senior Code Enforcement Inspector.

**Code Enforcement Inspector II:** Receives general supervision from the Code Enforcement Supervisor; and may receive technical and functional supervision from the Senior Code Enforcement Inspector.

SUPERVISION EXERCISED

**Code Enforcement Inspector I:** None.

**Code Enforcement Inspector II:** None.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Perform a variety of inspections to ensure City ordinances and codes are being followed; conduct field surveys to ascertain whether the property and/or land dwellings are in violation of various state and local laws and ordinances.

Inspect residential rental units, motels and hotels to ensure code compliance and property maintenance.

Ensure residential rental units, motels and hotel are in compliance with the City rent control regulations relating to decontrol of rental units.

Interpret and explain various building, housing and related codes and regulations and inspection program procedures to citizens and property owners and property managers.

Respond to and investigate complaints from the public, tenants and City staff regarding possible violations of City residential, building, community, rental, zoning, sign and other property codes.

Assist property owners, managers and complainants in resolving code violations, inspections or neighborhood problems.

Prepare and maintain manual and electronic records of findings, photographs, notices and other enforcement actions.

Prepare a variety of letters and reports to citizens, property owners and other interested parties related to violations of City ordinances and issue warnings, notices, and citations and initiate Special Assessments, Liens, and abatement to bring properties into compliance.

Work with property owners, property managers, business owners, rental housing associations, tenants, contractors and neighborhood groups to enhance and preserve the quality of neighborhoods through educational and code enforcement efforts.

Prepare reports and case information for Administrative and Special Assessment Hearings.

Represent the City in appeal hearings and testify in court or other legal proceedings as necessary.

ESSENTIAL DUTIES (continued)

Assist in coordinating joint enforcement activities with other City divisions, departments and outside agencies as necessary.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Follow City policies and procedures.

Work in a safe manner at all times.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

**Code Enforcement Inspector I:**

Basic principles and practices of code enforcement.

Basic methods for the inspection of buildings and property.

Basic materials used in building, plumbing, electrical and mechanical construction.

Principles and practices of work safety.

Business letter writing and report preparation.

English usage, spelling, grammar and punctuation.

Methods and procedures used in record keeping.

Principles and practices of good customer service.

Principles and practices of work safety.

Modern office equipment and procedures including use of a variety of software applications.

**Code Enforcement Inspector II:** *(in addition to the qualifications for Code Enforcement Inspector I)*

Techniques and methods used in code enforcement and inspection related activities.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Knowledge of:

Hayward Municipal Code, Zoning Ordinance, Uniform Housing, Building, Plumbing, Electrical and Mechanical Codes, and any other applicable City and State codes, ordinances and policies related to code enforcement.

Techniques used in negotiation and conflict resolution.

Standards and methods used in building, plumbing, electrical and mechanical construction.

City services and municipal organizational structure as related to code enforcement and inspection.

Ability to:

**Code Enforcement Inspector I:**

Learn and explain all applicable codes and ordinances related to code enforcement and inspection activities to the general public.

Learn to conduct code enforcement and inspection activities.

Learn to read and interpret building plans, blueprints and specifications.

Prepare letters, correspondence and reports.

Establish and maintain effective working relationships with those contacted in the course of work.

Operate a personal computer and camera.

Work after hours and on an occasional Saturday as needed to accommodate special inspections.

Work with various cultural and ethnic groups in a respectful, tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

**Code Enforcement Inspector II:** *(in addition to the qualifications for Code Enforcement Inspector I)*

Interpret and apply all applicable codes and ordinances related to code enforcement and inspection activities.

Deal effectively and tactfully with property owners, managers, tenants and contractors.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to:

Prioritize case load.

Maintain appropriate records.

Analyze situations carefully and adopt effective courses of action.

Independently perform code enforcement and inspection duties.

Understand and interpret building plans, blueprints and specifications.

Analyze, compile and organize a variety of information related to code enforcement.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

CODE ENFORCEMENT INSPECTOR I

Experience: None required.

Education: Equivalent to the completion of the twelfth grade.

Licenses and Certificates: Possession and maintenance of, or ability to obtain, a valid driver's license may be required. Possession of, or the ability to obtain certification as a Certified Code Enforcement Officer by the California Association of Code Enforcement Officers (CACEO) or similar organization and, International Code Council (ICC) Housing and Property Maintenance certification is desirable

CODE ENFORCEMENT INSPECTOR II

Experience: Two years of full time experience similar to a Code Enforcement Inspector I with the City of Hayward.

Education: Equivalent to the completion of the twelfth grade.

EXPERIENCE AND EDUCATION (continued)

Licenses and Certificates: Possession and maintenance of, or ability to obtain, a valid driver's license is required. Possession of, or the ability to obtain certification as a Certified Code Enforcement Officer by the California Association of Code Enforcement Officers (CACEO), or similar organization and International Code Council (ICC) Housing and Property Maintenance certification is required 18 months of appointment.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: inspect various building and housing sites; perform various physical activities on a regular basis including sitting, standing, walking, kneeling, reaching, turning, bending, climbing and twisting with exposure to various weather conditions; work in an office environment and use standard office equipment and current software; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; periodically sit for prolonged periods of time; safely lift and move equipment and material weighing up to 35 pounds; converse by telephone, by email, in person; read and comprehend legal, technical, and complex documents; interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) year

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AAP GROUP: 5

FPPC STATUS: Designated

FLSA STATUS: Non-Exempt