

COMMUNITY PRESERVATION INSPECTORDEFINITION

Under direction, performs responsible technical and public contact work in ensuring compliance with zoning, housing, dangerous building and uniform building and other related codes, rules and regulations.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Reads and interprets plans and inspects existing buildings, structures and properties to determine their conformity with City, State and Federal standards and laws pertaining to zoning, housing, building and other related codes to prevent blight in the City; inspects buildings which have been converted or altered and ensures compliance with all required codes and standards. Enforces parking regulations and issues citations. Abates public nuisances such as vacant structures and abandoned vehicles; writes detailed reports of inspections, code violations and issues citations where violation is determined; monitors compliance. Motivates and advises owners, tenants and contractors as to proper repair methods and materials and available financing assistance. Consults with legal staff concerning enforcement orders. Appears and may testify as an expert witness at administrative hearings and in court; provides assistance to legal staff in preparation of cases for prosecution; confers and coordinates enforcement activities with members of other departments and agencies such as Business Licenses, Fire, Police, Public Works, County Health, Social Services and IRS. Keeps up-to-date and accurate records and prepares periodic and special reports. Uses computer to generate databases, reports and other documents, and to download photographs; performs basic computations to determine area and percentages; draws general plot plans as needed. Actively participates in Total Quality Service processes. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is the journey level class in the Community Preservation series. This class is distinguished from the next lower level class of Community Preservation Technician by the difficulty, complexity and scope of work performed, and by the degree of independent judgement exercised in performing job duties. This classification is distinguished from the advanced journey supervisory level class of Senior Community Preservation Inspector by having duties of lesser scope and complexity, and having no supervisory responsibilities. In addition, this class is distinguished from other inspection classes (such as Building, Plumbing and Electrical Inspectors) in that the latter are specialized in their field of activity and normally inspect construction under permit, while the Community Preservation Inspector is required to do extensive research and case preparation work to effectively implement the enforcement aspects of the zoning and building related ordinances of the city. Requires a high degree of sensitivity and tact while dealing with citizens.

### RECOMMENDED MINIMUM QUALIFICATIONS

Two years of journey level experience in code enforcement inspection or any equivalent combination of training and experience which provides the following knowledge, skills and abilities.

### DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: building construction materials and methods; building maintenance standards and sanitary practices; current municipal housing, building, zoning, plumbing, electrical, mechanical and related codes and ordinances; legal processes including right of entry, due process, and time limits on applicability of codes; computer applications in a database environment; principles of conflict resolution and safe practices when dealing with the public in confrontational situations.

Ability to: detect substandard maintenance, poor sanitary practices, structural defects, inferior or improperly used materials, zoning violations and fire safety hazards; recognize construction practices which do not conform to code standards; read and interpret plans, specifications, blueprints, maps and related documents; draw general plot plans and perform basic computations to determine area and percentages; write detailed reports and correspondence; use computer applications in database and word processing environments; maintain up to date and accurate records, using appropriate software; communicate clearly and concisely, both orally and in writing; testify effectively in hearings and in court; establish and maintain effective working relationships with business and property owners, tenants, community groups, coworkers and the general public in a culturally diverse community; enforce regulations with perseverance, firmness and tact.

### SPECIAL MINIMUM QUALIFICATIONS

Must possess and retain a valid California Class C Driver's License as a condition of employment.

Possession of one or more of the following certifications is desired but not required: P.C. 832 P.O.S.T. Certificate; and/or Southern California Association of Code Enforcement Officials (SCACEO) Code Enforcement Certificates; and/or one or more ICBO/ICC Uniform Code Certificates.

### SPECIAL WORKING CONDITIONS

Must be available to work any shift (including weekends), sometimes in inclement weather. Must be able to work special task force operations, sometimes during late evenings. Must be able to perform duties that may include extensive walking, in varying weather conditions.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful performers are self-starters, highly motivated individuals who work well independently while at the same time accepting supervision. They remain calm under pressure, using tactfulness and sensitivity when interacting with business and property owners, coworkers, community groups and citizens of diverse socioeconomic backgrounds. In addition, they are committed to keeping current with changes in Codes and regulations, deal efficiently with extensive paperwork, follow procedures and are thorough in all work assignments. Successful performers have strong customer-service skills, are excellent negotiators/communicators, and work well in a team-oriented environment.

Class title established per Council Resolution No. 83-106, effective 9-1-83. ("T" designation was removed off previous class title of Comm. Pres. Insp. I and then title changed to original class title on Council Resolution No. 89-4, effective 1-1-89)

Reviewed: 01/04, 07/05  
ADA Approved: 01/04