

SENIOR COMMUNITY PRESERVATION INSPECTORDEFINITION

Under general direction, supervises the City's activities pertaining to the administration of property maintenance codes, housing occupancy regulations and the development and implementation of programs for the maintenance and improvement of existing development within the city.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Assigns, supervises and evaluates a multidisciplinary professional staff involved in occupancy inspection and code enforcement activities; reviews and evaluates operating procedures of the section and recommends changes to increase productivity and efficiency; conducts and schedules training to familiarize and cross-train subordinates in the use of Uniform Building and Housing Codes, city codes, and other related regulations; advises and assists subordinates with complex code enforcement problems; enforces parking regulations and issues citations; coordinates neighborhood preservation priorities with neighborhood associations; interprets and explains codes to property owners, managers, tenants, developers and other interested parties; mediates and arbitrates disputes between customers and enforcement officers in order to resolve the conflict; coordinates enforcement and inspection activities with city, county and state agencies; provides pertinent case information to City Attorney in preparation of cases for prosecution; serves as an expert witness at administrative hearings and in court; conducts special surveys and investigations and prepares comprehensive detailed reports with recommendations; keeps records and prepares reports on workload, performance and productivity indicators; supervises the maintenance of a records retention and retrieval system for all inspection records, code enforcement activities and other data pertaining to the activities of the office. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is the advanced journey level, first line supervisory class in the community preservation series. This class is distinguished from the journey level class of Community Preservation Inspector by the difficulty, complexity and scope of work performed, by the degree of independent judgement exercised, and by the fact that the Senior Community Preservation Inspector class is responsible for full supervision of lower level professional and technical staff. In addition, this class serves as a mediator and arbitrator between customers and enforcement officers. Incumbents report to the mid-management class of Community Preservation Manager.

RECOMMENDED MINIMUM REQUIREMENTS

Three years of journey level experience in housing occupancy code enforcement and related community preservation code enforcement duties or any equivalent combination of training and experience which provides the following knowledge, skills and abilities:

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: principles and practices of supervision; current Uniform Building and Housing Codes and other state and local laws regulating building construction, zoning, parking, housing and occupancy standards; current methods of building construction and principles of structural design; inspection methods and procedures; principles and techniques of mediation and conflict resolution.

Ability to: organize, schedule, coordinate, and supervise the work of others; assist in the development of improved work methods and procedures; interpret building, zoning and related laws and regulations; effectively mediate and resolve disputes; communicate clearly and concisely both orally and in writing; prepare and present effective oral and written reports; establish and maintain effective working relationships with other city officials and employees, property owners, tenants, land developers and the general public.

SPECIAL REQUIREMENT

Possession and retention of a valid California Class C Driver's License is a condition of employment.

WORKING CONDITIONS

Must be willing and able to work irregular hours, evenings, holidays, and/or weekends as needed. Some work may be in inclement weather.

DESIRABLE CHARACTERISTICS

The successful performer is a proven leader with high ethical and professional standards who demonstrates good judgement, and has excellent interpersonal and communication skills. This individual is well-organized and concerned about increasing productivity and efficiency and is dedicated to the principles of Total Quality Service in responding to the needs of the City's customers.

Class title established per Council Resolution No. 89-4,
effective 1-1-89

Reviewed: 01/04

ADA Approved: 01/04