

City of San José
CLASS SPECIFICATION

TITLE: CODE ENFORCEMENT INSPECTOR I/II (3938/3939)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Planning, Building and Code Enforcement	Code Enforcement Supervisor	Non-Exempt

CLASS SUMMARY

Under direction, performs work of moderate difficulty involving inspection and enforcement of applicable ordinances pertaining to housing, blight, building construction, environmental codes, zoning, land use, solid waste, signs, health and safety, and other related municipal codes. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

There are three class levels in the Code Enforcement series. Code Enforcement Inspector I differs from the next higher class of Code Enforcement Inspector II in that the latter is responsible for the more complex inspections and activities. Code Enforcement Inspector II is a fully skilled journey level class in the Code Enforcement Inspector series which may exercise lead direction over Code Enforcement Inspector I's. This class differs from that of the Code Enforcement Supervisor in that the latter has full supervisory responsibilities.

QUALIFICATIONS

Minimum Qualifications

Education and Experience

Code Enforcement Inspector I:

- Two (2) years of undergraduate course work from an accredited college or university (equivalent to 60 semester units or 90 quarter units); and
- Two (2) years of experience serving the public in enforcement, inspection or investigation of local, state, or federal codes and/or regulations in areas such as housing, building, zoning, environmental, vehicle and penal codes, or a similar field.

Code Enforcement Inspector II:

- Two (2) years of undergraduate course work from an accredited college or university (equivalent to 60 semester units or 90 quarter units); and
- Two (2) years of experience performing code enforcement for a public agency at the level equivalent to Code Enforcement Inspector I with the City of San Jose.

Acceptable Substitutions (for CEI I/II):

- Code Enforcement Officer Designation from the California Association of Code Enforcement Officers (CACEO) OR Certification from International Code Council (ICC) in Building, Electrical, Mechanical or Plumbing may be substituted for a maximum of one year of the education requirement.

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- Additional years of experience performing enforcement, inspection or investigation of local, state, or federal codes and regulations in the areas of housing, building, zoning, environmental, vehicle and penal codes, or a similar field can be substituted for the education requirement on a year for year basis.
There is no substitution for the required experience.

Required Licensing (such as driver's license, certifications, etc.) (for CEI I/II)

- Possession of a valid driver's license authorizing operation of a motor vehicle in California.
- As a condition of employment, incumbents may be required to use their personal vehicles in performing the job duties.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

- **Job Expertise** – demonstrates knowledge of and experience with applicable professional/technical principles and practices, and enforcement/inspection of local, state, and federal codes and regulations.
 - Ability to perform routine inspection, investigation, and enforcement of applicable codes and ordinances of an environmental, blight, zoning, housing, solid waste, building construction, land use, and sign enforcement nature.
 - Ability to perform routine arithmetic calculations.
- **Coaching** - Provides guidance, opportunities and motivation to develop and strengthen knowledge, skills, and competencies to improve employee's capabilities.
- **Communication Skills** - effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; displays openness to other people's ideas and thoughts.
- **Conflict Management** – uses appropriate interpersonal styles and methods to reduce tension or conflict between two or more people, by presenting the facts, analysis, and conclusions or solutions that show command of content and perspectives and interests of the audience.
- **Customer Service** – demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.

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- **Problem Solving** – approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- **Teamwork & Interpersonal Skills** – develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- **Multi-Tasking** – can effectively handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s).

Desirable Qualifications

(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)

- Knowledge of the San Jose Municipal Code, Title 24 of the California Code of Regulations, California Building Standard Code, the Uniform Housing Code, the Uniform Building Code, the Uniform Plumbing Code, the Uniform Mechanical Code, and the National Electric Code.
- Knowledge of the principles, techniques and practices of public health sanitation as applied to inspection and investigation of buildings occupied as living quarters.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	Performs inspections and complaint investigations of moderate difficulty involving code violations on residential, commercial, industrial, vacant, or other private property to ascertain and gather facts related to applicable ordinances, codes, laws, rules and regulations and determine and institute proper enforcement action with conclusive results.	Continuous
2.	Issues administrative citations on misdemeanors and code infractions. Researches and prepares cases for review by quasi-judicial board. Utilizes administrative remedy process to conduct enforcement. May participate in civil proceedings.	Continuous
3.	Participates in the inspection and enforcement of solid waste facilities including sanitary landfills and transfer stations.	Occasional
4.	Manages caseload and related tasks; respond timely and in compliance with internal procedures, policies, and target inspection response times.	Continues

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DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
5.	Explains, interprets and makes presentations of ordinances, codes, laws, rules and regulations to customer, residents, community groups, agencies, businesses, and other entities. Participates in community meetings or events.	Continues
6.	Prepares notices, orders, reports and correspondence for review and approval by supervisor.	Frequent
7.	Presents cases involving administrative remedies before the Appeals Hearing Board. Participates in Director's Hearings and citations appeals.	Occasional
8.	Evaluates health and safety conditions and performs abatement and condemnation proceedings when necessary.	Occasional
9.	Complete all assigned work with staff and clients in professional and timely manner.	Frequent
10.	Performs other duties of a similar nature or level.	As Required

*Frequency defined as %, (totaling 100%) *or* "Continuous" (daily or approximately 20%+), "Frequent"(weekly or approximately 15%+), "Occasional"(monthly or approximately 10%+), "As Required"(Intermittent or 5% or less)

PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Maintain professional demeanor during interactions with staff, customers, and the public.

When assigned to an office environment, must possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Communicate in person and over the telephone;
- Be exposed to moderate noise levels and controlled temperature conditions.

When assigned to field inspection, must possess ability to:

- Work in and inspect changing site conditions and work in progress;
- Perform light to medium physical work, including climbing/descending stairs;
- Operate a motor vehicle and visit various City sites; ability to routinely operate standard machines and equipment used on the job.

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- Lift, carry, push, and pull materials and objects (such as equipment) up to 25 pounds, or heavier weights, in all cases with the use of proper equipment;
- Be exposed to unpredictable working conditions, including but not limited to loud noise levels, inclement weather conditions, road hazards, vibration, confined workspaces, toxic or caustic chemicals, hazardous physical substances, fumes, odors, gases, dust, and air contaminants;

CLASSIFICATION HISTORY s004

Code Enforcement Inspector I – Formerly Code Compliance Inspector, created (5/26/87), revised 2/98, 3/14

Code Enforcement Inspector II – Formerly Housing Sanitarian, created 5/87, revised 3/14

Code Enforcement Inspector I/II – revised 2/22