

Salary Schedule	MOU	Benefits
---------------------------------	---------------------	--------------------------

City of Alameda
Code No. 3246
Approved by C.S.B.
October 2, 2013

SENIOR BUILDING CODE COMPLIANCE OFFICER

DEFINITION

Under general direction oversees and performs building, life, safety and property maintenance municipal code compliance work involving field investigations, observations and resolution of alleged or apparent violations, including investigating and documenting violations; performs preliminary plan check review; represents the City at various hearings and events, as well as working actively with the public and City staff to resolve building, life, safety and property maintenance municipal code compliance issues and promote community awareness; performs other related work as required.

DISTINGUISHING FEATURES

This class is distinguished from the Building Code Compliance Officer by the difficulty and complexity of the work performed, which includes oversight of daily work flow, and by the more general supervision received.

EXAMPLES OF DUTIES

1. Coordinates, reviews, schedules and performs work related to building, life, safety and property maintenance municipal code compliance including implementing and enforcing the City's building, life, safety and property maintenance municipal code compliance program.
2. Receives, records, investigates and responds to reported violations of various building, life, safety and property maintenance municipal codes, laws, rules, and regulations; gathers and evaluates related information and determines course of action.
3. Conducts inspections, field studies, tests, and investigations; issues citations; prepares and presents building, life, safety and property maintenance municipal code violation cases.
4. Participates in court actions involving building, life, safety and property maintenance municipal code violations; collects evidence, prepares court exhibits, and testifies in court.
5. Coordinates activities and works collaboratively with City departments and other regulatory agencies.
6. Recommends appropriate disposition of outstanding cases.
7. Ensures adherence to and application of established safe work practices and procedures.
8. Provides information to the public regarding building, life, safety and property maintenance municipal codes, laws, ordinances and regulations; serves as liaison to various community groups, property owners, businesses and professional organizations; prepares and makes various public education presentations; attends various meetings, seminars and classes; investigates and resolves complaints.
9. Prepares reports, recommendations, correspondence, compliance agreements, and other information and documents; recommends revisions to building codes, policies and procedures.
10. Organizes and maintains various records and files including specialized computer applications.
11. Maintains up-to-date knowledge of applicable codes, laws, rules and regulations, and methods and practices related to building, life, safety and property maintenance municipal code enforcement.
12. Oversees the work of and provides lead direction and training to assigned staff.

EMPLOYMENT STANDARDS

Education/Experience

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

Education: Graduation from high school supplemented by course work in business or public administration, code enforcement, fire prevention, police science, or related area.

EMPLOYMENT STANDARDS (continued):

Experience: Four years of progressively responsible journey level building code compliance experience. Knowledge of principles and practices of building code enforcement; construction practices and materials; applicable federal, state and local building codes, laws and regulations; residential, business, health, safety and welfare investigation techniques; modern office practice methods and equipment, including computers and designated software; safe work practices and procedures.

Ability

Ability to effectively oversee, schedule and perform assigned building, life, safety and property maintenance municipal code compliance work; organize and implement a comprehensive building code enforcement program; interpret, apply and explain codes, ordinances, laws and regulations; read and interpret blueprints, maps, drawings and diagrams; conduct inspections and investigations and perform related administrative and field functions, including identification, collection, preparation and presentation of evidence; ascertain facts, apply appropriate codes, ordinances, laws and regulations; respond to, investigate, document and resolve inquiries, complaints and requests for service in a fair, tactful and firm manner; perform mathematical calculations with speed and accuracy; maintain and utilize designated specialized computer software and operating systems; establish, organize and maintain accurate records and recordkeeping systems; interpret and analyze information, draw valid conclusions and project consequences; maintain level of knowledge and certification required for satisfactory job performance; communicate effectively; act with resourcefulness, courtesy and initiative; establish and maintain positive and effective working relationships with employees, other agencies and the public; and oversee the work of and provide lead direction and training to assigned staff.

Special Requirements

Willingness and/or ability to work varying shifts, including nights, holidays and weekends; work on an on-call basis; work irregular duty assignments; may wear a uniform; work alone; attend educational sessions as required.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

AND

Possession of valid California Peace Officers Standards and Training (POST) certification, Penal Code Section 832, Laws of Arrest without Firearms, or the equivalent.

AND

Possession of valid International Code Council Building Code certification, or the equivalent.