

CITY OF COLUSA
FLSA Status: Exempt

Date last Revised 7/18/23

CODE ENFORCEMENT

DEFINITION

Under the general direction of the City Manager, plans, organizes, and manages the City's code enforcement programs. Performs, or supervises the performance of, a wide variety of commercial and residential building inspection and code enforcement duties at various stages of construction, alteration, and repair for compliance with California Building Code, Plumbing Code, Electrical Code, Energy & Green Standards, ADA regulations, historic building Codes and local ordinances; provides technical assistance to other inspection staff; and provides information and/or assistance to the public. This position will also ensure that all cannabis operations are following local and State regulations and ordinances.

DISTINGUISHING CHARACTERISTICS

This is a management level class with responsibility for reviewing and recommending code enforcement and building inspection policies to the City Manager and City Council.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for code enforcement; implements policies and procedures.
- Plan, prioritize, perform, or assign, and review the work of staff involved in inspection of buildings whether employees or contract.
- Address issues and complaints with contractors, architects, engineers, and the public.
- Perform the more difficult and complex inspections.
- Evaluate operations and activities of the cannabis companies, improvements, and modifications; prepare various reports on operations and activities.
- Work with employees to correct deficiencies.
- Review new products and methods for use in City's jurisdiction.

- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Enforce building related codes, including adopted California Building Code, California Mechanical Code, California Plumbing Code, California Electric Code, Title 24 Accessibility Requirements, and local ordinances.
- Read and interpret construction plans and documents; perform on-site inspections at various stages of construction and remodeling to ensure compliance with applicable codes; research issues for code compliance; issue correction notices and citations.
- Perform on-site inspections of footings and foundations, framing electrical installations, plumbing and mechanical systems; inspect general framing and structure of building ensuring that sheathing and shear are properly secured, framing materials are of correct size and material and that the wall, roof, and floor systems match the plans and specs for design and layout.
- Inspect foundation prior to placement of concrete, checking size and placement of steel for reinforcement.
- Inspect plumbing for size, locations, and installation of all piping within the building and servicing the building; inspect mechanical systems for equipment, including location, duct sizing, emergency shutoffs, smoke and fire damper installations and locations.
- Inspect electrical systems for proper wire sizing, installation, and location, with the proper ratings of servicing equipment and fixtures.
- Inspect swimming pools and spas for steel placement prior to gunite, electrical, plumbing, and gas lines associated with pool or spa, inspect deck thickness and installation of all equipment.
- Enforces all applicable fire safety codes, fire prevention ordinances, and other fire related City, State and/or Federal laws, rules and regulations.
- Initiates and monitors violation procedures and eviction process during abatement of dangerous buildings.
- Ensures compliance with zoning and land use regulations.
- Performs various code and zoning enforcement inspections.
- Suggests necessary updates to the City code and assists with the preparation of ordinances for adoption of codes.
- Maintain records of building and inspection activity and complete related reports daily.
- Assist in researching code questions, construction techniques and complaints regarding commercial and residential buildings.
- Respond to complex and sensitive building issues; follow up on daily inspections with contractors, architects, engineers and building owners either personally, by telephone, or in writing.
- Interact with the public to verify and enforce safe building practices.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of all phases of building construction and inspection.
- Equipment, tools, and materials used in the construction and inspection of buildings.
- Accepted safety standards and methods of building construction for commercial, industrial, and residential buildings.
- Principles of budget monitoring.
- Principles and practices of safety management.
- Pertinent local, State and Federal laws, ordinances, and rules.
- Methods and sources of information related to building code enforcement.
- State and local cannabis rules and regulations, including filtration systems and best practices.

Ability to:

- Organize, implement, and direct building and code enforcement inspection operations/activities.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports, and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- Interpret and explain pertinent federal, state, and local laws, codes, regulations, and department policies and procedures.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned operations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

- Four years of increasingly responsible experience in building and code inspection, including one year of lead responsibility.

Training:

- Equivalent to the completion of the twelfth grade supplemented by college course work in engineering, architecture, construction, or a related field.

- Possession of, or ability to obtain within 30 days, a valid California driver's license.
- Possession of an I.C.C. certification as a building inspector.
- Certification as a Building Official through the International Code Council is desirable.

PHYSICAL REQUIREMENTS

- **Environmental Conditions:** Work is performed in a typical office with regular contact with other staff and the public and in a variety of different outdoor environments with exposure to varying weather conditions including high temperatures, rain, and wind on a year-around basis; Work is performed with exposure to hazardous materials, smoke, gasses, and fumes; with exposure to hazards such as, moving machine parts and live electrical current Frequent, occasional exposure to loud and/or high frequency noise.
- **Mobility:** Occasional standing or driving for long period of time; use of computer, Occasional climbing, work at heights above 10 feet; working on ladders, bending, stooping, crawling, and squatting.
- **Lifting:** Occasional lifting up to 25 pounds; infrequent lifting up to 50 pounds.
- **Vision:** Constant use of overall color vision.
- **Dexterity:** Frequent grasping, holding, and reaching.
- **Hearing/Talking:** Frequent hearing and talking in person and via radio and telephone.
- **Emotional/Psychological:** Frequent contact with other staff, outside agencies and the general public; occasional working alone.