



CITY OF CHINO

Code Compliance Inspector

Definition:

Under general supervision, directs and coordinates activities related to the receipt and investigation of complaints regarding zoning and sign ordinance violations and public nuisances; initiates enforcement action; and performs related work as assigned.

Class Characteristics:

Code Compliance Inspectors are responsible for conducting investigations and taking enforcement actions against violators of various City codes and ordinances.

Essential Functions:

- Coordinate the receipt of complaints regarding zoning, sign, land use ordinance violations, and public nuisances; prepare files by establishing identity of legal owner, verifying parcel address and other information necessary to the conduct of investigations and enforcement actions.
- Conduct site visits; confer with City personnel regarding violations; document violations by securing photographs and other pertinent data; maintain accurate case files.
- Determine alternative methods to achieve code compliance involving interpretation and application of related laws, ordinances, and regulations; consult with Planning staff and property owners.
- Prepare abatement letters; receive inquiries and provide information to complainants, attorneys, and property owners involved in code violation cases; and prepare other related correspondence.
- Prepare cases for legal action, summarizing evidence gathered in the course of periodic inspections and investigations; testify and present evidence in court.
- Investigate and enforce the City's ordinance regulating the parking of vehicles within City limits.
- Review and enforce business licenses and home occupation permits, and process home occupation permits by posting notices on property, interviewing applicants and neighbors.
- Prepare and submit for approval codes and ordinances related to enforcement issues or procedures.
- Provide assistance to the public, City staff, and co-workers involved in related activities.
- Assist in the selection of homes for the "Mayor's Home Beautification Award"; photograph homes for presentation at City Council meetings.
- May assist Building Inspectors in the performance of their duties to cover absences and/or vacations.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. Incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Bachelor's degree in law enforcement, planning, or a related field is desired.

Experience:

- Three years of experience in municipal enforcement inspection or investigation.

Considerable knowledge of:

- Planning, zoning, building inspection, safety laws and concepts.

Working knowledge of:

- Organization and functions of the various agencies involved in planning, zoning, and land use processes.
- Related federal and state laws, ordinances, rules and regulations including zoning, health and safety, public nuisance, business codes and regulations that are enforceable by the City.
- Investigative techniques useful in inspecting residential and business violators to insure compliance with applicable codes and regulations.
- Code enforcement.
- Court etiquette and rules of evidence.
- Office methods and procedures.
- Data processing systems/applications.

Skill in:

- Use of photographic equipment.

Ability to:

- Prepare a variety of reports and maintain accurate records.
- Communicate clearly and concisely, both orally and in writing.
- Respond to emergency situations in an effective manner.
- Read and interpret maps, plans and legal descriptions.
- Deal tactfully and courteously with internal and external customers.
- Understand, explain, and apply policies and procedures.
- Operate a computer and utilize a variety of software programs.
- Deal constructively with conflict and develop effective resolutions.
- Work in office and field environment; travel from site to site; and, be exposed to inclement weather conditions, including noise, dust, and fumes.

Special Requirements:

- Possess a P.C. 832 Arrest, Search and Seizure certificate prior to appointment, or obtain said certificate during off duty hours within 6 months from the date of appointment.
- Possess a California Association of Code Enforcement Officers (C.A.C.E.O.) and/or Building Inspector certificate (desirable).
- Work a varying flexible schedule, including weekdays and weekends (hours/days may be adjusted as needed).
- Possess a California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category II; 4, 5, 6, 7, 12, 13, 15, 18, 19, 20

Link to description [here](#)

Employee Unit:

Depending upon assignment, SBPEA/Teamsters Local Union No. 1932 or Part-time/Temporary/Seasonal

Revised: 08/18/15

Replacing Community Code Inspector classification specification dated 09/25/09.