



CITY OF CHINO

Lead Code Compliance Inspector

Definition:

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

Class Characteristics:

The Lead Code Compliance Inspector is distinguished from a Code Compliance Inspector by its responsibility to regularly lead other Code Compliance Inspectors in 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, verify parcel address and other information necessary to the conduct of investigations and enforcement actions.
- Conduct site visits; confer with City staff 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.
- Oversee the selection of homes for the "Mayor's Home Beautification Award" program; photograph homes for presentation at City Council meetings.
- May assist Building Inspectors in the performance of their duties to cover absences and/or vacations.

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- Make specific work assignments; assist in the preparation of performance evaluations; review time sheets for proper computation; prepare and submit records and reports concerning work performance.
- Ensure that work is performed in a safe and efficient manner; train inspectors in processes and work methods.
- Obtain price quotations and process purchasing of materials and supplies.
- Respond to complaints and resolve problems; answer emergency calls from the public and other agencies.
- Provide temporary and vacation relief.
- 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. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Two years or more years of college course work in urban planning, architecture, building inspection, criminal justice, public administration, political science, or a related field (desired).

Experience:

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

Considerable knowledge of:

- Lead supervision and training techniques.
- 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.

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- 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.

Knowledge of:

- Data processing systems/applications.

Skill in:

- Use of photographic equipment.

Ability to:

- Lead the work of others engaged in the area of specialization.
- Understand and apply policies and procedures.
- Ensure that work is being undertaken safely and efficiently.
- Work independently.
- Perform journey level work efforts.
- Prepare and present reports, and maintain accurate records.
- Communicate clearly and concisely, both orally and in writing.
- Understand, explain, and apply policies and procedures.
- Deal tactfully and courteously with internal and external customers.
- Represent the City and/or Department in a variety of meetings.
- Operate a computer and utilize a variety of software programs.
- Respond to emergency situations in an effective manner.
- Read and interpret maps, plans, and legal descriptions.
- Deal constructively with conflict and develop effective resolutions.
- Establish and maintain effective working relationships with a variety of personnel, the public, and other agencies.
- Work in office and field environment and travel from site to site.

Special Requirements:

- Possess a California Driver License and a satisfactory driving record.
- Possess a P.C. 832 Arrest, Search and Seizure certificate or obtain said certificate during off duty hours within six months from the date of appointment.
- Possess a Property Maintenance and Housing Inspector certificate from the International Code Council (I.C.C.) or obtain said certificate within twelve months from the date of appointment.
- Work a flexible schedule Monday through Friday, including weekdays and weekends (hours/days will be adjusted as needed).
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

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Physical Profile:

Category II; 4, 5, 6, 7, 10, 12, 13, 15, 18, 20.

Link to description [here](#)

Employee Unit:

Unrepresented Management

Revised: 3/20/14

Replacing Lead Code Compliance Inspector classification specification dated 9/25/09.

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