

CODE COMPLIANCE COORDINATOR

Definition

Under general direction of the Chief of Planning, Engineering, and Environmental Compliance carries out the City's code compliance program whereby properties in violation of City codes and related regulations are identified, investigated, and corrected utilizing appropriate measures in a problem-solving manner. Participates in the review and development of ordinances. Performs other duties as assigned.

Examples of Duties

Duties include, but are not limited to the following: Reviews, interprets and explains City codes and related laws in response to queries from citizens, businesses and staff. This includes, but is not limited to codes regarding signage, nuisances, hazardous sidewalk conditions, housing conditions, land use, zoning, animals, noise, dumping, clearing, grading, filling, polluting, or other issues related to the Code of the City of Monterey. Investigates and resolves problems in response to complaints or information received regarding potential code violations; contacts complainants to advise what action the City will take on their complaints; conducts field inspections to identify potential code violations and to determine compliance with City codes and conditions of approval established by the Architectural Review Committee, Planning Commission and City Council; coordinates investigations and inspections with other regulatory or law enforcement agencies; works closely with property owners to obtain voluntary compliance with City codes and related regulations when possible; issues citations and prepares for, appears and testifies at proceedings regarding such citations; establishes and maintains effective working relationships with property owners, tenants and the general public, officials and personnel from City departments and other agencies; serves as City liaison to neighborhood associations in order to solve specific problems as well as to enhance general relations between the City and citizenry; prepares clear, concise and comprehensive reports, field notes, correspondence, guidelines and other required documents; organizes and maintains code compliance files; establishes and implements work programs to target specific code compliance-related issues and problem areas.

Employment Standards

Experience and Education

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

Education: Any combination of education and experience equivalent to either an AA or AS Degree with course work in city and regional planning, business, law, government, building inspection, or related fields.

Experience: Minimum of two (2) years experience in planning, code enforcement, building inspection, or other related public agency position involving a high degree of public contact, investigation and inspection duties.

Knowledge and Abilities

Knowledge of: Local, state and federal laws, regulations and procedures related to code enforcement; basic understanding of legal terminology used in zoning, including legal property descriptions; understanding of the principles, methods and techniques used in investigation and code compliance work including appropriate legal requirements and constraints; the rules of evidence and court procedures relating to civil nuisance abatement and criminal actions; understanding of local government in general and the responsibilities and enforcement parameters of various local agencies.

Ability to: Interpret and explain legislation, codes and related regulations; research, analyze and compile technical information on code investigations and violations; analyze complex situations, problems and data and use accepted problem solving techniques in drawing conclusions and making decision; establish and maintain effective working relationships with the public, outside agencies and City officers and staff; skills necessary to prepare clear, concise written reports and correspondence and to maintain well-organized and complete code enforcement files; work independently, set goals and meet established deadlines; work in a positive problem-solving manner with difficult people and situations. Prepare reports, graphs, charts, and photographs as evidence or exhibits. Must be able to use computer, printer, and standard software such as MS Office based products.

License Required

Possession of a valid California Driver's License.

Special Requirement

Must be able to work weekends and/or evenings.