



CODE COMPLIANCE INSPECTOR

DEFINITION: Under the general supervision of the Planning Director or designee, performs a variety of office and fieldwork to ensure compliance with the Inyo County Code related to: zoning, building, health and safety, community nuisances, property maintenance including landscaping, accessory structures and storage, short-term rentals, cannabis businesses, signs, and other related areas, provides information on County code to homeowners, businesses and community groups to enhance and preserve the quality of neighborhoods and businesses, and performs associated work as required.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Understands and maintains integrity of Code Compliance process by taking responsibility and accountability for completion of Inyo County Code Title 22 procedures.
- Respond with sensitivity to public complaints regarding possible infractions to the County Code and clearly explain the requirements and procedures to submit such complaints.
- Responds to public inquiries and public nuisance abatement complaints and answers questions related to County code enforcement activities by researching, interpreting, and explaining policies and regulations.
- Analyzes, recommends, and communicates appropriate solutions to problems.
- Addresses customer complaints and schedules site visits.
- Deals effectively, courteously, and productively with customers, some of whom may be angry or upset.
- Works closely with homeowners, landlords, tenants, businesses, and community groups to help maintain stable neighborhood relationships through outreach, education and code enforcement activities.
- Coordinates inspections and dispositions of cases with various County departments.
- Works on a team with representatives from Administration, County Counsel, Building and Safety, Public Works, Environmental Health, Planning, and other relevant Departments.
- Investigates complaints regarding violations to the county code.
- Prepares and issues notices of violation per the timelines set out in Title 22 of the Inyo County Code.
- Assists and supports property owners in comprehending possible code violations and in making the necessary changes to achieve voluntary code compliance.
- Takes appropriate actions to ensure compliance, in coordination with other County Departments, if efforts for voluntary compliance are not successful.
- Interacts with several county departments and other jurisdictions/regulatory agencies, as appropriate, to implement applicable ordinances, codes, laws, rules, and regulations.
- With the assistance of County Counsel, prepares case information and presents evidence at appeal hearings and other legal proceedings
- Explain, interpret, and make presentations to community groups and businesses.

- Maintains records and databases of complaints, inspections, investigations, violations, hearings; and performs field surveys and inspections related to the above functions.
- Assists county staff in a variety of duties including researching, understanding, and suggesting updates to particular sections of the county code regarding compliance and perform a wide variety of office functions.
- Perform other related duties and responsibilities as assigned including but not limited to mine and landscape compliance inspections.
- Complete special projects as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities.

Experience/Training:

Bilingual Spanish speaking skills highly desirable.

PATH 1:

High school diploma or equivalent AND two (2) years of experience interacting with the public in any of the following types of work: code enforcement, planning, building inspection, investigation, or other closely related field OR three (3) years of increasingly responsible general clerical experience. Experience involving interpretation and explanation, or enforcement of laws and regulations or prior governmental agency experience is preferred.

OR

PATH 2:

Two (2) years of undergraduate coursework from an accredited college or university (equivalent to 60 semester units or 90 quarter units) in building construction/inspection, criminal justice, or a related field.

Knowledge of:

- Municipal Code enforcement methods and procedures.
- Principles of investigation, interviewing, and report writing.
- Safe and efficient work practices related to inspections and enforcement duties.
- Techniques of negotiations and conflict resolution.
- Basic map and site plan use.
- Database input and maintenance.

Skill to:

- Establish and maintain effective working relationships with individuals and citizen groups, businesses, and other internal and external agencies.
- Gather, maintain, and analyze data for the purpose of preparing accurate and concise written and statistical reports and letters.

- Interpret and implement assigned regulations, policies, and procedures as they relate to code compliance.
- Interpret county code and determine corrective actions.
- Operate an office computer and a variety of word processing, data management, mapping, and other software applications

Ability to:

- Use analytical skills to apply and understand the impact and consequences of decisions and actions.
- Read and interpret laws, codes, ordinances and policies.
- Distill relevant information and data to reach reasonable conclusions and make practical decisions.
- Drive to remote sites (at times on poorly maintained roads) within the county to conduct inspections.
- Work indoors or outdoors in a variety of climatic conditions.
- Express oneself thoughtfully and concisely both verbally and in writing.
- Meet deadlines.
- Work independently.
- Operate office equipment.
- Work alternative schedules including evenings and weekends as needed.

License or Certificate:

Possession of a valid California driver's license authorizing operation of an automobile or light truck.

Special Requirements: You will be required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State of California Department of Motor Vehicles. Must successfully complete a pre-employment background investigation. Your position may be required to serve as a Disaster Service Worker during a County emergency.

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with the ability to sit, stand, walk, kneel, crouch, twist, climb, crawl, stoop, squat and lift 20 pounds; exposure to noise, outdoors, dust, vibration, confining work spaces, chemicals, mechanical hazards, and electric hazards; ability to travel long distances to different sites and locations; and the ability to conduct site investigations on foot, sometimes on uneven surfaces. Work environment is expected to be office conditions 50% of time and outdoors in varying conditions 50% of time.