

CITY OF BURBANK

SENIOR CODE ENFORCEMENT INSPECTOR

DEFINITION

Under direction, to supervise the Code Enforcement Section of the Community Development Department, including the administration and enforcement of violations of the City of Burbank Building Code, Burbank Municipal Code (BMC), and related regulations of the State of California; perform complex code enforcement work; and perform related work as required.

ESSENTIAL FUNCTIONS

Investigates, interprets, and enforces applicable building codes, municipal codes, and state regulations, in complex code enforcement cases; directs the work of Building Inspectors; supervises, trains, mentors, and evaluates employees; updates policies and procedures; monitors and reviews case files for completeness and timeliness; prepares and directs the preparation of correspondence, reports, and evidentiary documents for investigation and prosecution; reviews, drafts, and presents summaries of code enforcement activities, cases, and case file statuses; maintains a current understanding of laws, regulations, methods, and procedures affecting code enforcement activities; makes recommendations to, and implements changes in current enforcement methods, regulations, and procedures; develops and delivers presentations before community groups and legislative and enforcement bodies; conducts outreach to and meets with, neighborhood groups; represents the City at legal proceedings as required; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – modern code enforcement procedures, municipal codes, the California Building Standards Law, California State Codes, property maintenance standards, development processes, building construction terms, techniques, and procedures; modern office techniques, procedures, and equipment; methods of conducting zoning and property maintenance inspections; basic principles of customer service and conflict de-escalation techniques.
- Skill in – planning, organizing, supervising, and evaluating employees; understanding, interpreting, and applying municipal, building, and zoning codes; interpreting property site and building construction plans; assisting with the development of new programs; coordinating existing programs; operating a variety of office equipment, including modern desktop computers and related software; composing and delivering oral presentations to internal and external groups; applying professional customer service skills tactfully and effectively; addressing highly emotional and volatile situations using conflict de-escalation techniques.

- Ability to – interpret and explain municipal codes; make accurate observations and draft related reports and other documents; communicate effectively, both orally and in writing; supervise, mentor, and train personnel; speak in public and provide presentations before government agencies and the public; mediate and arbitrate code enforcement cases; assist staff with professionally handling challenging situations; establish and maintain working relationships with supervisors, fellow employees, and the public.

Education/Training: Completion of two years of college-level course work in public administration, business administration, criminal justice, urban planning, engineering, architecture, code enforcement, or a related field and four years' of experience as a building inspector, housing inspector, city planner, plan check engineer, code enforcement inspector, or other related field. NOTE: Additional professional experience may be substituted for the required education on a year-for-year basis.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment; certification as a Residential Building Inspector or Commercial Building Inspector, or equivalent from the International Code Council (ICC) within one year of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: PC 832 Arrest certification from the California Commission on Peace Officers Standards and Training (POST).