

City of Stockton

CODE ENFORCEMENT FIELD MANAGER

DEFINITION

Established:	10/29/1990
Resolution:	CC90-0756
Spec Adopted:	11/2/2000
Resolution:	CS00-083
Spec Amended:	10/19/2006
Resolution:	CS06-110
Spec Amended:	06/27/2019
Date to CSC:	07/18/2019
<del>Spec Amended:</del>	<del>08/12/2025</del>
<del>Date to CSC:</del>	<del>08/21/2025</del>
CS Status:	Classified
Unit:	Supervisory "C"
FLSA Status:	Exempt

Under administrative direction of the ~~Police Services Manager~~Code and Housing Enforcement Official, oversees the City's Code Enforcement Section of the Neighborhood Services Section; handles the most acute and/or complex cases requiring immediate or long-term legal and/or abatement action; performs related duties as assigned.

CLASS CHARACTERISTICS

This single position classification is responsible for managing, directly and through subordinate staff, the field inspection activities and daily operations of the Code Enforcement Section. Field responsibilities may include considerable interaction with community residents to resolve disputes related to violations, as well as training, auditing, and evaluating enforcement work in progress. The incumbent exercises considerable independent judgment and discretion on activities and assignments. This class differs from Code and Housing Enforcement Official ~~Police Services Manager~~ in that the latter is responsible for administration of specialized programs, projects, and activities, including policy development and implementation within Neighborhood Services, with Citywide implications.

PRINCIPAL DUTIES (Illustrative Only)

*Duties may include, but are not limited to, the following:*

- Monitors, oversees, and directs the activities of incumbents providing code enforcement and related duties in the Code Enforcement Unit of the Neighborhood Services Section.
- Reviews and evaluates task performance in the office and field for completeness, accuracy, uniformity, and productivity.
- Identifies training needs to increase proficiency and productivity.
- Administers operational policies and procedures that are applicable to code enforcement field operations, case management, and compliance strategies.
- Discusses conformance problems with Police, Fire, Public Works, Community Development, and/or other City or County departments.
- Provides technical expertise on the more difficult cases.
- Participates in the selection of staff and provides for their development and training; conducts performance evaluations and initiates counseling and/or disciplinary action as needed.
- Prepares, administers, and monitors the section's budget and safety program.
- May train and guide the Code Enforcement Officers in preparation for and participation in administrative hearings.
- Monitors legislation and other develops related to municipal code enforcement work; evaluates their impact and recommends policy and procedural improvements.
- Utilizes diplomacy and tact to work effectively with owners, tenants, and other involved parties to explain procedures and resolve disputes related to code violations and community livability.

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- May serve as a representative of the City before neighborhood groups and in other public forums.
- Utilizes computer software, including code enforcement modules, to enter and retrieve data and to compose newsletters, bulletins, and a variety of periodic and specialized reports related to code enforcement inspections and activities.
- Performs related duties as assigned.

### QUALIFICATIONS

#### Knowledge of:

- Principles and practices of employee supervision, including selection, training, work organization, evaluation, and discipline;
- Management principles and practices, including goals and objectives development, work planning, and organization;
- Principles and practices of effective customer service and techniques for successful conflict resolution;
- Communication, Negotiation, and behavioral techniques that foster collaboration and effectively achieve code compliance and related program results;
- Public speaking and presentation skills;
- Office procedures, methods and equipment including computers, and applicable software applications such as word-processing, spreadsheets, databases, and other specialized applications related to area of assignment;
- English usage, spelling, grammar and punctuation;
- Principles and practices of budget development and administration;
- Safety management principles and practices;
- Principles, practices, techniques, and methods utilized in conducting inspections;
- Applicable State and local laws, codes, regulations, policies, procedures and ordinances pertaining to but not limited to municipal code enforcement, including zoning, building construction, building occupancy, use of hazardous materials, and fire safety; zoning concepts and terminology, including legal descriptions. Regulations and requirements for court and hearing evidence documentation; and
- Knowledge of Microsoft Word.

#### Skill in:

- Prioritizing, assigning, directing, and evaluating the work of assigned staff and providing for their training and development;
- Probe and analyze situations accurately and enforce legal requirements;
- Developing and implementing goals, objectives, budgets, and effective program monitoring techniques; assessing the effectiveness of compliance strategies;
- Investigating a variety of code-related complaints in a timely and tactful manner;
- Coordinating multiple projects and meeting critical deadlines;
- Interpreting and explaining codes, laws, ordinances, and other regulations in a manner that can be easily understood by diverse groups;
- Communicating clearly, concisely, tactfully and effectively in hostile or adversarial situations

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- to achieve satisfactory solutions to conflicts and problems;
- Effectively representing the City in public meetings or legal proceedings;
- Develop and maintain cooperative, effective working relationships with co-workers; representatives of community organizations, State/Local agencies and associations; Supervisors; internal management and staff; and the public;
- Utilizing computer software to prepare and maintain accurate and professional records, reports, newsletters, and documentation; and
- Promoting and maintaining a cooperative teamwork environment.

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### Education:

Possession of a high school diploma or GED. Completion of college-level course work from an accredited college or university in law enforcement, business or public administration, or a closely related field is desirable.

### Experience:

Five (5) years of experience in municipal or county code enforcement and two (2) years supervisory experience in code enforcement required.

### Licensure/Certification:

- Must possess a valid California Class C driver's license.
- Must possess or obtain a valid Post Penal Code PC 832: Arrest, Search and Seizure certification or equivalent within 12 months of appointment to the class.
- Must possess a California Association of Code Enforcement Officers (CACEO) certification or equivalent.
- Maintenance of CACEO certification or equivalent is highly desirable.

### Other Requirements:

- Must be available to work occasional evenings and weekends and/or respond to emergencies as needed.

### Knowledge of:

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- ~~• Communication, Negotiation, and behavioral techniques that foster collaboration and effectively achieve code compliance and related program results;~~

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- ~~• Public speaking and presentation skills;~~
- ~~• Office procedures, methods and equipment including computers, and applicable software applications such as word processing, spreadsheets, databases, and other specialized applications related to area of assignment;~~
- ~~• English usage, spelling, grammar and punctuation;~~
- ~~• Principles and practices of budget development and administration;~~
- ~~• Safety management principles and practices;~~
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### Skill in:

- ~~• Prioritizing, assigning, directing, and evaluating the work of assigned staff and providing for their training and development;~~
- ~~• Probe and analyze situations accurately and enforce legal requirements;~~
- ~~• Developing and implementing goals, objectives, budgets, and effective program monitoring techniques; assessing the effectiveness of compliance strategies;~~
- ~~• Investigating a variety of code related complaints in a timely and tactful manner;~~
- ~~• Coordinating multiple projects and meeting critical deadlines;~~
- ~~• Interpreting and explaining codes, laws, ordinances, and other regulations in a manner that can be easily understood by diverse groups;~~
- ~~• Communicating clearly, concisely, tactfully and effectively in hostile or adversarial situations to achieve satisfactory solutions to conflicts and problems;~~
- ~~• Effectively representing the City in public meetings or legal proceedings;~~
- ~~• Develop and maintain cooperative, effective working relationships with co works; representatives of community organizations, State/Local agencies and associations; Supervisors; internal management and staff; and the public;~~
- ~~• Utilizing computer software to prepare and maintain accurate and professional records, reports, newsletters, and documentation; and~~
- ~~• Promoting and maintaining a cooperative teamwork environment.~~

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### Physical/Mental Abilities:

- Mobility - Frequent sitting for long periods of time while operating a keyboard; occasional bending, stooping, kneeling, reaching, pushing and pulling;
- Lifting - Frequent lifting and carrying 10 pounds or less and occasional lifting and carrying up to 25 pounds or less;
- Vision - Constant use of overall visual capabilities; frequent need for use of color perception, hand/eye coordination, reading and/or close-up work;
- Dexterity - Occasional holding, grasping, typing, repetitive motion and writing;
- Hearing/Talking - Constant hearing and talking of normal speech in person and on the telephone; Occasional speaking in front of large groups of people;

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- Special Requirements - May require occasional weekend or evening work;
- Emotional/Psychological - Constant concentration, decision making and public contact; occasional ability to exercise sound judgment, especially under stressful situations; and working alone;
- Physical Characteristics - sufficient stamina to walk for prolonged periods, frequently over debris or uneven terrain, to occasionally climb ladders and/or crawl through small spaces;
- Environmental Conditions - Occasional exposure to noise; and
- Working Conditions - Primarily performed outside in inclement weather and in an office environment which is typically moderately quiet but may be loud at times and at some locations.

*This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirement of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the American with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.*

\_\_\_\_\_ APPROVED:

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\_\_\_\_\_ ROSEMARY RIVAS  
DIRECTOR OF HUMAN\_RESOURCES

\_\_\_\_\_ DATE:  
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