

Established:	08/12/2025
Resolution	25-08-12-0777
Spec Adopted:	08/12/2025
To CSC:	08/21/2025
CS Status:	Classified
Unit:	Mid-Management
FLSA Status:	Exempt

City of Stockton

CODE AND HOUSING ENFORCEMENT OFFICIAL

DEFINITION

Under general direction, the Code and Housing Enforcement Official plans, organizes, and directs code enforcement programs and activities to ensure compliance with and enforcement of federal, state and local laws and ordinances; supervises Section staff; meets regularly with various groups and hearing boards; and performs related duties as assigned.

CLASS CHARACTERISTICS

This single position (non-sworn) management classification in the Stockton Police Department is responsible for managing staff and activities within the Neighborhood Services Section of the Department. This position has extensive contact with Police managers and staff, other City employees, various public and private organizations, and the general public. General direction is provided by the Police Services Administrator. Assignments allow for a high degree of administrative decision making when representing the department in meetings with other agencies, boards and commissions, and community groups.

PRINCIPAL DUTIES (Illustrative Only)

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

- Directs, manages, and reviews the work of assigned staff in the Neighborhood Services Section to assure operations are performed in accordance with departmental policy and procedure, applicable state and federal laws, and the Stockton Municipal Code.
- Manages, plans, organizes, and directs code enforcement programs and activities, including various code enforcement inspection programs administered by the Section, and provides direction and recommendations for non-compliance.
- Selects, supervises, assigns, directs, trains, and evaluates personnel involved in various code enforcement activities; ensures appropriate safety training for staff; provides direction in professional development; coordinates the assignment of staff members who conduct hearings for the Section.
- Participates in and coordinates the investigation of complaints about structures and environmental problems on properties; may conduct field inspections; coordinates involvement of the police or fire department as necessary; answers citizen complaints about the legal process.
- Receives and responds to complaints and proactively addresses:
 - Vacant, dangerous, and substandard dwellings or structures
 - Work without a building permit, or expired/stagnant permits involving Code Enforcement
 - After hours call outs for structurally unsafe, unsecured, fire-damaged, or flooded buildings
 - Illegal uses, zoning violations, illegal vendors, business license and use permit enforcement, etc.

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- Urban blight caused by junk and debris, inadequate property maintenance, graffiti, etc.
- Unsanitary conditions including hoarding issues, insect infestations, human waste, and mold
- Illegal operations involving law enforcement such as crack pits, marijuana grows, massage parlors, etc.
- Homeless encampments, squatter issues, occupancy violations, etc.
- Abandoned or inoperative vehicles
- Illegal fireworks, dry overgrown vegetation, accumulation of combustible/flammable materials, and other fire hazards
- Lead paint, asbestos, and other potentially hazardous materials/substances
- Evaluates all Section programs and complex codes and policies to establish priorities, identify problematic areas, and provide recommendations that promote efficiencies and enhancement.
- Researches and analyzes code enforcement trends and recommends and implements current industry best practices and technological advances to develop appropriate solutions to challenging code issues and concerns.
- Develops and implements policies, goals, programs, and procedures for operational maintenance and to support future code enforcement trends and goals.
- Makes decisions on behalf of the Department in the absence of superiors in accordance with departmental policies, rules, regulations, and procedures.
- Prepares and reviews reports, correspondence, recommendations, and other types of departmental records and documentation concerning the activities and various analytical studies of the Division.
- Develops and/or administers section budget; monitors and authorizes expenditure.
- Confers with other agencies and City departments on disposition of a variety of complaints and code violations, including Child/Adult Protective Services, the Coroner's Office, and Mental Health.
- Performs abatement of hazardous conditions and code violations on vacant lots and other premises, including demolitions and remediation work.
- Contacts property owners and schedules and conducts onsite inspections; interprets codes and regulations and explains inspection procedures and regulations to involved parties.
- Ensures necessary documents, administrative citations and other notices which outline proper repair and correction methods, time limits, permits and all necessary remedial work required are completed correctly; authorizes notices to vacate, secures structures and prepares utility disconnect letters.
- Conducts job walks with contractors and develops cost estimates based on work to be performed and specifications.
- Monitors compliance activities and conducts follow-up and final inspections.
- Prepares required documentation and assists the City Attorney's Office for all legal actions, including civil penalties, criminal complaints and inspection warrants, and conducts follow-up once legal activities have been initiated.
- Represents the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Fosters an environment that embraces integrity, service, inclusion and collaboration.

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- Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including selection, training, evaluation and discipline;
- Principles and practices of public administration including personnel and program management and budgeting;
- Municipal codes and other technical codes and regulations, laws and requirements involved in code enforcement work; applicable federal, state, and local laws and ordinances including, but not limited to, the Stockton Municipal Code, California Vehicle Code, California Penal Code, Uniform Building Code, Uniform Plumbing Code, Uniform Mechanical Code, National Electrical Code, National Fire Code, and the State Code of Civil Procedure;
- Real estate sale, transfer, and legal processes;
- Standard office practices and procedures, including basic and specialized business personal computer applications and databases;
- Principles of grant application, proposal preparation, and monitoring and reporting techniques;
- Principles and methods of code enforcement and investigation utilized in code enforcement inspections which includes methods of field investigation work and research techniques including but not limited to determining property ownership and zoning background;
- Tenant and property owner rights and responsibilities, including due process, and privacy rules;
- Appropriate safety, hazardous materials, and fire prevention techniques and requirements;
- Basic terminology used in zoning, including legal descriptions;
- Regulations and requirements for court evidence documentation, including preparing warrant affidavits and criminal complaints;
- Negotiation, and behavioral techniques that foster collaboration and effectively achieve code compliance and related program results; and
- Public speaking and presentation techniques.

Skill in:

- Supervising, planning, organizing, assigning, directing, reviewing and evaluating the work of assigned staff;
- Analyzing complex technical problems, evaluating alternatives and making sound, independent judgments within established guidelines;
- Developing, implementing and interpreting goals, objectives, policies, procedures, work standards and internal controls;
- Interpreting and applying laws, regulations, policies and procedures;

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- Preparing clear, concise and competent analytical and technical reports, correspondence and other written materials;
- Using computer applications and technology related to the work assigned effectively;
- Establishing and maintaining effective working relationships with those contacted in the course of the work;
- Presenting complicated building and policy issues before the public, City Council, boards, commissions and other bodies; presenting evidence and giving testimony to administrative hearing officers and judges;
- Understanding diverse needs of building requests;
- Recognizing conditions that constitute code violations;
- Preparing accurate and detailed documentation of inspection findings, code violations, and other written materials;
- Maintaining organized and accurate records of inspections and code enforcement files as the Custodian of Records;
- Reading, interpreting, applying and explaining applicable codes, ordinances, laws, regulations, policies and legal requirements;
- Utilizing two-way radios and appropriate personal protective equipment, safety procedures and practices for assigned duties;
- Organizing work, setting priorities, and exercising sound, independent judgment within established guidelines;
- Providing technical guidance and assisting in resolving complex issues;
- Understanding customers' perspective, concerns, needs and requests; and
- Upholding professionalism and keeping calm during hostile confrontations and encounters.

Education:

Possession of a Bachelor's degree from an accredited college or university with major course work in business or public administration, criminal justice or other law enforcement related area of study, or a closely related field.

Experience

Five years of paid full-time experience in the field of housing inspection, code enforcement, or construction, including two years of administrative and supervisory responsibility.

Substitution:

Additional supervisory experience in the field of housing inspection, code enforcement, or construction may substitute for the required education on a year-for-year basis.

Other Requirements:

- Must possess a valid California driver's license.

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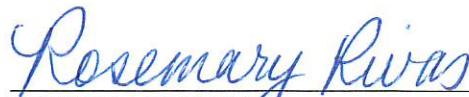
- Specialized training and/or certification may be required depending on assignment as prescribed by local, state, and/or federal law or regulation.
- As a condition of continued employment, employees assigned to specific areas may be required to obtain and maintain specific valid certifications or training as required by the Chief of Police.

Physical/Mental Abilities:

- Mobility - Frequent sitting for long periods of time while operating a keyboard; occasional standing and walking for long periods of time;
- Lifting - Occasional lifting and carrying of 25 pounds or less;
- Vision - Constant use of overall visual capabilities; ability to read and produce printed material and information displayed on a visual display terminal;
- Dexterity - Frequent holding, grasping, repetitive motion and writing;
- Hearing/Talking - Constant hearing and talking of normal speech, frequently over noise, in person by telephone, and in group settings;
- Special Requirements - May require weekend or evening work;
- Physical characteristics - sufficient stamina to walk for prolonged periods, frequently over debris or uneven terrain with potential hazards, to climb ladders and to crawl through small spaces;
- Emotional/Psychological - Constant concentration, decision making and public contact; exposure to unpleasant living conditions/situations involving children and the elderly; occasional encounters with irate/disturbed individuals; ability to exercise sound judgment, especially under stressful situations; and working alone;
- Environmental Conditions - Occasional exposure to noise, obnoxious odors, fumes, dust, extreme heat/cold, hazardous materials/substances; 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:



ROSEMARY RIVAS

DIRECTOR OF HUMAN RESOURCES

DATE: 08/17/2025