

## CLASS SPECIFICATION

### SAN DIEGO CITY CIVIL SERVICE COMMISSION

#### SENIOR ZONING INVESTIGATOR

##### DEFINITION:

Under direction, to supervise subordinates and participate in field and office investigative work in the enforcement of various codes and ordinances including zoning, land use, development, building code, and related regulations; and to perform related work.

##### DISTINGUISHING CHARACTERISTICS:

This is the first level supervisor over a unit of Zoning Investigators.

##### \* EXAMPLES OF DUTIES:

- Supervises and participates in investigations of complaints of code violations received from the City Council offices and the public;
- Prepares and conducts comprehensive training programs for new employees;
- Assigns work to subordinates and conducts the more sensitive and complex investigations;
- Discusses case with complainants and violators;
- Reviews reports and correspondence prepared by subordinates;
- Conducts field investigations of properties to determine whether code violations have occurred or if requests for conditional use permits, variance and other discretionary permits should be approved or denied;
- Enforces limited portions of the Uniform Building Code;
- Enforces historical and environmental regulations;
- Reviews and approves coastal permits;
- Reads grading maps and determines if conditional use permits and other regulations have been violated;
- Performs proactive inspections;
- Documents findings of site visits in case files;
- Researches various records to obtain a variety of data such as property ownership, legal property descriptions, deed information, and annexation dates;
- Contacts other City Departments to determine engineering data, licensing and permit history;
- Explains regulations to property owners and attempts to obtain voluntary compliance;
- Sets up and follows through on abatements schedules;
- Refers cases to other enforcement units as appropriate;
- Issues violation notices, notices of civil; penalties, notices of abatement administrative citation, misdemeanor citations, civil penalties and recommends stop work orders;
- Coordinates abatement efforts with other departments;
- Collects and prepares evidence for and serves as a witness in administrative hearings and court cases;
- Completes forms and prepares reports documenting findings and actions;
- Provides code information as a public counter, in the field, and in other City Departments;
- Checks building plans, plot plans, topographical maps and elevation plans;
- Enforces billboard and other sign codes and reviews and approves permit requests;
- Updates database with inspection and compliance information;
- Attends community meetings and events to provide information on code enforcement issues;
- Maintains and updates zoning maps;
- Uses measuring devices and makes mathematical calculations to determine measurements;
- Prepares route slip responses and other correspondence;
- Selects, trains and rates the performance of subordinates;
- Performs related work.

##### MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Two years of experience performing field and office investigative work in the enforcement and administration of zoning regulations with the City of San Diego. Possession of a California Class C Driver's License.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.