

CODE ENFORCEMENT OFFICER**DEFINITION:**

Under general supervision will independently conduct field investigations of potential violations of State and County regulations and codes pertaining to land use, zoning, health and safety, environmental health, housing, building code regulations and ordinances, and abandoned vehicle abatement; investigates complaints and issues citations for code violations; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

This classification performs a wide variety of responsible and difficult code enforcement duties, with minimum supervision. It is distinguished from the Chief Code Enforcement Officer in that the latter performs the more complex code enforcement duties and has supervisory responsibility.

REPORTS TO:

Building Official. **CLASSIFICATIONS DIRECTLY SUPERVISED:**

None.

EXAMPLES OF DUTIES:

- Investigates alleged violations of State and County regulations and code governing land use, zoning, health and safety, environmental health, housing, building code regulations and ordinances, and abandoned vehicle abatement.
- Interprets and applies laws, court decisions, and civil guidelines.
- Interprets and applies policies, procedures, rules and regulations.
- Obtains compliance with applicable regulations and codes through enforcement and other approved means.
- Identifies substandard residences and initiates legal processes to terminate or limit their habitation as necessary.
- Documents fire damaged structures and require timely repair or other activity to assure public safety.
- Documents violations identified and determine requirements for compliance.
- Compiles affidavits and warrant service documentation, obtains and serves warrants; compiles and issues such citation notices, orders and other legal documents as necessary.
- Determines and initiates appropriate enforcement inclusive of abatement orders, “stop work” orders, non-compliance filings, and citations.
- Evaluates corrected violations for compliance with conditions of applicable regulations and codes.
- Coordinates investigations and enforcement with other agencies and departments.
- Researches and analyzes building and land use permit records, County Assessor parcel maps, records of the County Recorder, vehicle and owner records of the State, legal references, technical references, and the available records of the courts and law enforcement agencies.
- Promotes media and public program exposure to attain voluntary compliance and community support.
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- Prepares and maintains a variety of confidential and public reports and documents.
- Plumas County Code Enforcement Officers are charged by the Board of Supervisors with the authority to issue citations.

TYPICAL PHYSICAL REQUIREMENTS:

Ability to climb, stoop, crawl, crouch, and kneel, sit for extended periods; frequently stand and walk; ability to work on high steep, uneven, slippery or unstable terrain or structures; normal manual dexterity, eye-hand coordination; corrected hearing and vision to normal range; verbal communications; lift and move object weighing 25 pounds; use of office and field equipment including computers, telephones, calculator, copiers, FAX, scanner, laminator, digital cameras, compasses, automated printers, digital photo printer, GIS equipment.

TYPICAL WORKING CONDITIONS:

Work is performed in office, outdoors, days, evenings, weekends, and driving environments; work is performed in urban and rural settings, in mountains, agricultural areas, and arid regions; work is performed in varying types of weather, varying temperature and humidity, and catastrophic weather conditions; exposure to dust, chemicals, gases, dampness, insects, disease, and other hazardous materials and conditions; frequent encounters with difficult and sometimes hostile and belligerent individuals and situations; continuous contact with staff and the public.

KNOWLEDGE OF ABILITY TO:

- Interpret and apply California Vehicle Code, California Code of Regulations, State Housing Act of California and Health and Safety Code sections regulating Employee Housing, Housing for Human Habitation, Manufactured Homes, Special Occupancies, Building Standards Code, Electrical Code, Plumbing Code and Mechanical Code.
- Interpret and apply Plumas County Code; Title 1, General Provisions; Title 2, Administration; Title 4, Public Safety; Title 5, Public Welfare; Title 6, Sanitation and Health; Title 7, Public Works; Title 8, Building Regulations; Title 9, Planning and Zoning; Abandoned Vehicle Abatement, as set forth in Chapter 8 of Title 5 of said Code.
- Court processes and procedures, case presentation and prosecution, and courtroom demeanor.
- Qualities and uses of various construction materials, accepted standards and methods of building construction, accepted methods and techniques of building and code enforcement inspections.
- Photography equipment and photography, processing, preservation and presentation of photographic evidence.
- Terms, definitions, formats and content for legal documents, serving, filing or otherwise processing legal documents.
- Federal and State programs for sampling, testing and mitigation of lead paint, mold, and toxic mold.
- Hazardous materials, hazardous waste disposal, hazardous materials contamination and mitigation, inclusive of lead and lead paint contamination.
- Practices, tools, equipment and material used in the construction trades.
- Analyze a combination of complex laws, regulations, evidence, circumstances and environmental conditions to arrive at an interpretation in resolution of operational or administrative problems or activities.
- Compile detailed, concise, accurate, objective oriented reports, presentations and programs, make effective oral and written presentations.
- Enforce regulations and codes with impartiality and tact.
- Deal tactfully and courteously with the public, media, coworkers and other governmental agencies.

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- Compile and process a variety of legal documents and forms.
- Read and understand maps relating to surveys, zoning, subdivisions, land parcels and general orientation and directions . Proficient in reading and understand construction drawings. Proficiently use inspection tools, measuring devices, drafting aids, cameras, and other assigned equipment. Complete assigned projects in a timely efficient manner.
- Maintain high standards of conduct through integrity, loyalty, perseverance, fortitude, compassion and public service. Exercise personal initiative in the undertaking and completion of job responsibilities.
- Perform all aspects of job responsibilities independent of regular supervision.
- Conduct emergency activities in a calm, poised and professional manner and provide support to associated agency personnel in potentially dangerous or hostile situations or environments.

TRAINING AND EXPERIENCE:

- Two (2) years experience equivalent to a Plumas County Building Inspector, or Building Plans Examiner or Planner, or Code Enforcement Officer, or Building Official.
 - Graduation from an accredited college or university with major degree work in planning, architectural design or drafting, administration of justice, criminal, constitutional or civil law or law enforcement, may be substituted for one (1) year of experience.

Possession of, or ability to qualify within 12 months of hire, as a California Association of Code Enforcement Officers (CACEO) Certified Code Enforcement Officer (CCEO), or International Code Council (ICC) Certified Code Enforcement Officer. Such certification must be maintained throughout employment.

SPECIAL REQUIREMENTS: Must possess a valid driver's license at time of application and a valid California License by the time of appointment. The valid California License must be maintained throughout employment.