

## **CHIEF CODE ENFORCEMENT OFFICER**

### **DEFINITION:**

Under general direction, administers and supervises the duties, operations and functions of the Plumas County Code Enforcement Office; independently conducts 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 ,develop and present proposals for necessary revisions of County Code, and perform other related duties as required.

### **DISTINGUISHING CHARACTERISTICS:**

This is a mid-management position which is responsible for administering the Plumas County Code Enforcement Office, program and personnel. Exercises direct supervision of code enforcement operations, systems and personnel. This supervisory position requires extensive knowledge of land use, building and environmental health regulations, and skill in professional investigation procedures. Plumas County Code Enforcement Officers are charged by the Board of Supervisors with the authority to issue citations and make arrest, as appropriate, in the enforcement of Chapter 8 of Title 5, Titles 6, 8 and 9 of the Plumas County Code, and Section 373(a), 374.4, and 402b of the Penal Code.

### **REPORTS TO:**

Director, Plumas County Department of Planning and Building

### **CLASSIFICATIONS DIRECTLY SUPERVISED:**

Plumas County Code Enforcement Officer,  
Staff, as assigned, for fiscal and legal clerical functions

## **CHIEF CODE ENFORCEMENT OFFICER - 2**

### **EXAMPLES OF DUTIES:**

- Administers State and County codes, policies, procedures, rules and regulations applicable to the Code Enforcement Office, its business and employees.
- Directs and supervises code enforcement functions, operations, investigations, records, legal process, criminal and civil enforcement activities, personnel, policies and procedures.
- Supervises the program for recovery of costs of enforcement and abatement, including coordinating the Abatement Lien process with County Counsel.
- 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, and develops such guidelines for approval as applicable.
- Identifies substandard residences and initiates legal processes to terminate or limit their habitation as necessary.
- Maintains records of fire damaged structures and requires timely repair or other activity to assure public safety.
- Documents violations identified and determine requirements for compliance.
- Obtains compliance with applicable regulations and codes through enforcement and other approved means.
- Compiles affidavits, prepares warrants and warrant service documentation, obtains and serves warrants; compiles and issues such violation 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 and physical arrests.
- 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.
- Presents cases, programs or evidence to the Board of Supervisors as appropriate, presents case evidence to, or prosecutes cases in Superior Court.
- Promotes media and public program exposure of programs to attain voluntary compliance.
- Initiates Deed Restrictions and other land use limitations.
- Maintains records of performance of subordinate employees, including performance evaluation, training, counseling, commendations and discipline; initiates developmental training, counseling and discipline of subordinates as necessary to maintain effective and appropriate performance of the employees, their conduct and functions. 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 and make arrests.

## **CHIEF CODE ENFORCEMENT OFFICER - 3**

### **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; physical strength and agility for self-defense or combative arrests; 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, 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**

- Progressive principles of public administration, administration, organization, and management
- Effective supervisory, training and personnel practices and techniques
- Budget procedures and techniques
- Principles and practices of personnel administration and management
- California Vehicle Code; California Penal Code.
- Interpret and apply California Code of Regulations, State Housing Act of California and Health and Safety Code sections regulating Employee Housing, Housing for Human Habitation, Mobile homes, 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.
- Interpret and apply principles and practices of search and seizure laws; collection and processing of evidence; laws of detention, citation, warrant and arrest.
- 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, principles of crime scene 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.

## **CHIEF CODE ENFORCEMENT OFFICER – 4**

- 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.
- Administer and direct the functions and operations of a civil and criminal law enforcement agency.
- Plan, organize, implement and direct a comprehensive code enforcement program.
- Effectively supervise, lead, motivate, control, develop, and discipline subordinate personnel.
- Organize the resources, personnel and activities to achieve and maintain maximum efficiency and effectiveness.
- Provide staff support to the Directors of Planning and Building Services and Environmental Health, the Building Official, and other county administrators as required.
- Communicate effectively, both verbally and in writing.
- Effectively work under stress, pressure, heavy work volume, competing priorities, and hazardous conditions in conditions of varying degrees of comfort and safety.
- Develop plans and goals and objectives to guide agency and personnel effort.
- Provide for the adequacy, security and confidentiality of agency operational and other records and record systems, as required by law, policy or procedure.
- Maintain high standards of operation and function through leadership, integrity, loyalty, perseverance, fortitude, compassion, stability and public service.
- Plan and conduct detailed investigations, evaluate evidence and conditions of aggravation and mitigation, and initiate appropriate enforcement action to obtain compliance.
- Analyze a combination of complex laws, regulations, evidence, circumstances and environmental conditions to arrive at a resolution of operational situations and conditions.
- Compile detailed, concise, accurate, objective oriented reports, presentations and programs, make effective oral and written presentations, make effective presentations to the Board of Supervisors and other governmental panels, present effective public and media presentations.
- Issue infraction or misdemeanor citations and make physical arrests as provided by the Penal Code and Plumas County Code.
- Enforce codes and regulations with uniformity, impartiality and tact.
- Effectively coordinate activities and operations with allied agencies, inclusive of planning and development of responsibilities for mutual support.
- Deal tactfully and courteously with the public, media, coworkers and other governmental agencies.
- Maintain effective media and public relations to promote support of the code enforcement function and the highest levels of voluntary compliance attainable.
- 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.
- Proficiently use inspection tools, measuring devices, drafting aids, cameras, and other assigned equipment.
- Complete assigned projects in a timely efficient manner.
- 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 allied agency personnel in potentially dangerous or hostile situations or environments.

## **CHIEF CODE ENFORCEMENT OFFICER - 5**

### **TRAINING AND EXPERIENCE**

- Two (2) years experience equivalent to a Plumas County Code Enforcement Officer, **and** Three (3) years of responsible administrative or supervisory experience in law enforcement, legal functions, the operations of a Planning and Zoning or Building Department, or similar governmental regulatory or enforcement agency.

Graduation from an accredited college or university with major degree work in planning, architectural design or drafting, building inspection, public administration, 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 for, American Association of Code Enforcement (AACE) or International Code Council (ICC) certification as a Zoning Enforcement Officer, a Property Maintenance and Housing Inspector, Certified Code Enforcement Officer, and California Office of Emergency Services certification as a Disaster Service Worker, within 12 months of hire. Such certification must be maintained throughout employment.
- Possession of a California Basic Peace Officer Standards and Training Certification or possession of a certification as specified at Section 832 of the California Penal Code. Or the ability to obtain such 832 P.C. certification within 12 months of hire. 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.