

**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 code enforcement duties that may be difficult and require a great deal of professionalism, with a minimum of 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. Plumas County Code Enforcement Officers are authorized by the Board of Supervisors with the authority to issue citations, as appropriate, in the enforcement of Chapter 8 of Title 5, Titles 6, 8 and 9 of the Plumas County Code, and Sections 373(a), 374.4 and 402b of the Penal Code.

**REPORTS TO:**

Director of Building Services, Chief Code Enforcement Officer

**CLASSIFICATIONS DIRECTLY SUPERVISED:**

None

## **CODE ENFORCEMENT OFFICER – 2**

### **EXAMPLES OF DUTIES:**

- Investigates reported 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, codes, and ordinances through approved policies and procedures.
- Investigates reports of substandard residences and initiates legal processes to terminate or limit their habitation as necessary.
- 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 administrative 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.
- Prepares and maintains a variety of confidential and public reports and documents.
- Presents cases, evidence or programs to the Board of Supervisors.
- Presents case evidence in court cases.
- Plumas County Code Enforcement Officers are charged by the Board of Supervisors with the authority to issue citations.
- Issue administrative citations as appropriate and necessary.

### **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 50 pounds, physical strength and agility for self-defense. Use of office and field equipment including computers, telephones, calculator, copiers, FAX, scanner, laminator, digital cameras, compasses, automated printers, digital photo printer, GIS equipment.

## **CODE ENFORCEMENT OFFICER - 3**

### **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 all California Building Standards Codes, California Vehicle Code, California penal code, State Housing Act of California, California Health and Safety Code sections regulating housing for human habitation, manufactured homes, special occupancies.
- 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.
- Interpret and apply principles and practices of investigation, laws of search and warrants, collection of evidence, and issuance of citations.
- Court processes and procedures, case presentation and prosecution, and courtroom conduct.
- Various construction materials, accepted standards and methods of construction.
- Photography and related equipment, presentation of photographic evidence.
- Terms, definitions, formats and content for legal documents, serving, filing or otherwise processing legal documents.
- Hazardous materials, contamination, and waste disposal, inclusive of mold and lead paint contamination.
- Compile detailed, concise, accurate, objective oriented reports, presentations; make effective oral and written presentations.
- Enforce regulations and codes with impartiality and tact.
- Deal professionally, tactfully and courteously with the public, media, coworkers and other governmental agencies.
- Maintain high standards of conduct through integrity, loyalty, perseverance, fortitude, compassion and public service.
- Exercise personal initiative in the completion of job responsibilities. Complete assigned projects in a timely efficient manner.
- Read and understand maps relating to surveys, zoning, subdivisions, land parcels and general orientation and directions.
- Proficient in reading and understand construction drawings.
- Proficient use of inspection tools, measuring devices, and equipment assigned.
- Perform all aspects of job responsibilities independent of regular supervision.

## **CODE ENFORCEMENT OFFICER – 4**

### **TRAINING AND EXPERIENCE:**

- Two (2) years' experience equivalent to a Plumas County Building Inspector, or Building Plans Examiner or, Planner, or Code Enforcement Officer.
- Graduation from an accredited college or university with Associate's or Bachelor's degree work in planning, construction management, building Inspection technology, 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.
- Possession of a California basic Peace Officer Standards and Training Certification or possession of as specified in section 832 of the California Penal Code or the ability to obtain such 832 PC certification (40 hour class) within six (6) months of hire. Such certification must be maintained throughout employment.

### **SPECIAL REQUIREMENTS:**

Applicant must possess a valid driver's license at time of application. A valid California License is required by the time of appointment, and must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.