



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Code Enforcement Officer	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Community Development	<b>GRADE:</b>	T4
<b>REPORTS TO:</b>	County Manager	<b>DATE:</b>	06/15/2018

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### **SUMMARY OF JOB PURPOSE:**

Responsible for coordinating, directing and performing a variety of duties related to the receipt, investigation, enforcement and resolution of potential violations of local codes and ordinances.

### **ESSENTIAL FUNCTIONS:**

*This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Conducts onsite inspections and re-inspections; investigates and determines existence and type of zoning, housing, signage, health, noise, animal, public safety, property maintenance and/or nuisance code violations and recommends corrective actions to bring about compliance; determines time frames for compliance achievement; issues notices of violations and citations; performs follow-up monitoring to ensure compliance.
- Answers inquiries from and advises property owners, builders, outside agencies, and the public regarding compliance with zoning regulations, property maintenance standards, structure design standards, regulatory practices and current active code enforcement cases; maintains records of citizen inquiries and complaints and tracks status of resolution; notifies citizens and other parties of the status of such inquiries by phone, letter, or in person.
- Accepts, processes, investigates and ensures a timely resolution to citizen-initiated potential code violations; responds to citizen complaints regarding potential code violations; conducts research regarding property ownership, current and past permits and applications, and applicable codes; coordinates code enforcement actions with other County departments and other governmental agencies when necessary.
- Consults with and coordinates activities with District Attorney, County department heads, and other County staff; plans and recommends code enforcement strategies and policies; develops code enforcement procedures and schedules; assists planners in preparing new municipal codes or revising existing ordinances.
- Develops permit conditions standards, streamline checklists, deposit for inspections; maintains accurate, complete records of complaints, inspections, violations and citations; prepares periodic written reports detailing code enforcement activity and results for presentation to the Planning Commission and/or Board of County Commissioners.
- Prepares record of violations for submittal to the District Attorney's office; prepares materials for Board of County Commissioner's review; gives written or oral testimony before the Board of Commissioners and/or Court of Law.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



## CODE ENFORCEMENT OFFICER

### ESSENTIAL FUNCTIONS: (continued)

- May be called upon to make presentations before Board of Commissioners or Planning Commission on code violations; may represent the County in court and testify regarding code violations.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

### QUALIFICATIONS:

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

### Education and Experience:

Two (2) years of college-level coursework in building inspection, planning/zoning, law enforcement, or a closely related field; AND two (2) years of code enforcement or building inspection experience; OR an equivalent combination of education, training and experience.

### Required Knowledge and Skills

Knowledge of:

- Principles and practices of code enforcement.
- Applicable laws, codes and regulations.
- Principles and practices of code enforcement and inspection, requirements for documentation of actions for legal case establishment and court presentation.
- Safety principles, practices and equipment related to the work.
- Standard office practices and procedures.
- Computer applications related to the work.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals where relations may be confrontational or strained.



## CODE ENFORCEMENT OFFICER

Skill in:

- Interpreting, explaining and applying laws, regulations and policies relating to code enforcement practices and programs.
- Investigating criminal and sensitive code complaints in a timely and effective manner.
- Representing the county in contacts with county officials, community and other agencies and the public and making effective presentations.
- Preparing clear and complete reports, correspondence and other written materials.
- Maintaining accurate records and files.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

### **REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

*Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Nevada Driver's License.

### **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in typical office and field settings and use standard office equipment; stamina to sit for extended periods of time; strength to lift and carry up to 50 pounds; agility to traverse terrain and construction sites; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and radio systems.

Work is subject to performance under exposure to frequent driving, adverse environmental conditions, fumes, gasses, noxious odors, hazardous chemicals and noise.