

CODE COMPLIANCE OFFICER

Description: Under general supervision, performs a variety of non-hazardous, non-sworn, front-line law/code enforcement functions. Enforces local and state laws and regulations, including ordinances, codes and regulations relating to zoning, land use, public nuisance, building codes, health & safety, blight, animal control, parking, abandoned vehicles and other matters of public concern. Serves as a resource and provides information on City ordinances and regulations to property owners, residents, businesses, the general public and other agencies. At times may be requested to assist the Plumas County Sheriff's Office with crime prevention, crime reports, interviewing witnesses and victims, conducting crime scene investigations and responding to routine burglaries and traffic accidents.

Examples of Essential Duties: The CCO will have substantial face-to-face public contact which requires knowledge of multiple ordinances and regulations and state codes. Duties may include, but are not limited to, the following:

- Perform a variety of field and office work in support of the City's local code enforcement program; enforce compliance with City regulations and ordinances including those pertaining to zoning, land use, public nuisance, building codes, health & safety, blight, animal control, parking, abandoned vehicles and other matters of public concern, through a variety of means such as directly talking with the public, issuing notices of violations and citations and court action.
- As requested, assist the Plumas County Sheriff's Office with crime prevention, crime reports, interviewing witnesses and victims, conducting crime scene investigations, responding to routine burglaries and traffic accidents.
- Address animal control issues, including capture and transport of domestic animals as necessary.
- Enforce City parking regulations and ordinances pertaining to time, bus, loading and fire zones, bike lanes, residential parking permits, abandoned vehicles and handicapped parking.
- Perform traffic control functions; assist in street closures and temporarily re-routing of traffic: Respond to traffic accidents when requested.
- Receive and respond to citizen complaints and reports from other agencies on alleged violations of City regulations and ordinances. Interview complainant and witnesses; conduct investigations and provide recommendations for resolution.
- Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices, notices of violation, corrective notices, orders to comply and related documentation for code violations. Schedule and perform all follow-up inspections to gain compliance including letters, inspections, calls, meetings, discussion and negotiations to ensure compliance with appropriate codes and ordinances. Issue administrative citations, parking citations and notices of violation as necessary.
- Prepare evidence in support of legal actions taken by the City; appear in court as necessary; testify at hearings and in court proceedings as required.
- Maintain accurate documentation and case files on all investigations, inspections, enforcement actions and other job related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; draw diagrams and illustrations and take photographs.
- Prepare and deliver a variety of written reports, memos and correspondence related to enforcement active ties.
- Patrol assigned area in a City vehicle to identify and evaluate problem areas and/or ordinance violations. Determine proper method to resolve violations.
- Provide assistance in road side emergency situations and give directions to various City locations. Assist in traffic and crowd control functions at various special events; interact with and provide assistance to various other public agencies in the performance of assigned duties.
- Assist in the identification and removal of abandoned or illegally parked vehicles.
- Adhere to safe work practices and procedures. Perform related duties and responsibilities as required.

Ability to:

- Perform a variety of non-hazardous, non-sworn, front-line law/code enforcement functions.
- Respond to requests and inquiries from the general public.
- Direct and control traffic during special events or other emergency situations.
- Prepare factual, clear and concise crime reports.
- Learn to interpret and apply laws, ordinances and City policies and procedures.
- Perform a variety of general clerical and office support functions.
- Successful completion of required field training programs and pass background investigation procedures.
- Work varied hours and varied schedules, including evenings, weekends and holidays.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Understand and follow oral and written instructions.

Desirable Qualifications:

- Understanding of law enforcement theory, principles and practices and their application to a wide variety of services and programs.
- Understanding of principles and techniques of traffic control.
- Understanding of technical and administrative methods of law enforcement including investigation, identification and care and custody of persons and property.
- Understanding of modern office procedures, methods and computer equipment.
- Understanding of pertinent State and local laws, codes and regulations.

Education and Experience: Any combination of training, education and experience which has provided the knowledge, skills and abilities necessary for satisfactory job performance. Possession of a valid California driver's license and a good driving record; ability to read and write the English language; ability to pass an extensive background investigation. High School diploma or equivalent. Possession of or ability to obtain within one year of employment passage of a certified PC 832 Course, Traffic Accident Investigation Course, Code Enforcement Course and Animal Control Course.

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; travel from site to site. Will have to patrol, on foot and in vehicle, the City, perform site investigations in and around crime scenes, may involve bending over and reaching into confined spaces, lifting moderately heavy objects and carrying evidence and equipment. Extensive contact with the public.

Physical Conditions:

Essential functions may require ability to climb, stoop, crawl, crouch, kneel and 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, conducting traffic control and operating motorized vehicles/equipment in variable weather conditions. Use of office and field equipment including computers, telephones, calculator, copiers, FAX, scanner, laminator, digital cameras, compasses, automated printers, digital photo printer, GIS equipment.