



CLASS SPECIFICATION

Class Code: 60000700
Date Established: 01/1988
Last Reviewed: 11/2022
Last Revised: 11/2022
Last Title Change: 11/2006
FLSA: non-exempt
Probation: 12 months

CODE ENFORCEMENT OFFICER II

DEFINITION

Under general supervision, performs a broad range of difficult and complex professional code enforcement duties; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Three years of full-time experience performing investigative work which included enforcing established laws, codes or regulations such as building, fire, license, nuisance, penal, vehicle or zoning codes; OR two years of full-time experience equivalent to a Code Enforcement Officer I within Washoe County; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

Must obtain certification as a Code Enforcement Officer from a recognized State or National Code Enforcement Organization or Association or equivalent within eighteen months of appointment.

A valid driver's license is required at the time of appointment.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Code Enforcement Class series. It is distinguished from the Code Enforcement Officer I by its ability to complete assignments independently. Incumbents receive little supervision in performing a wide-range of complex code enforcement work assignments.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Investigate public complaints regarding alleged violations of building and zoning ordinances, land use and development standards, nuisance ordinances, business license regulations and gaming/liquor license regulations determining the validity of complaints and recommending appropriate action.

Conduct field inspections of properties or businesses to determine compliance with applicable building, zoning, nuisance, land use and license regulations and requirements; enforces appropriate regulations from building, land use, zoning, nuisance and license codes; enforce area-specific development regulations, development standards, administrative and special use permits, and design requirements.

Conduct research, interview appropriate individuals concerning complaints and to validate violations and obtain information to write case investigation reports; provide referrals to other enforcement agencies as appropriate.

May provide work coordination and training as necessary.

Explain regulations and ordinances, obtain voluntary compliance when possible, or issue warnings/citations/notices/orders as appropriate, recommending remedial action to achieve compliance.

Issue notice of violations/orders to comply and misdemeanor criminal complaints with the courts of the appropriate jurisdiction.

Issue warnings, stop activity orders, remediation orders, administrative penalty notices, and abatement orders and notices following the administrative enforcement regulations. Coordinate with the District Attorney's Office to file civil suits with the courts of the appropriate jurisdiction.

Compile data and prepare reports substantiating allegations of ordinance/regulations violations and testify in court or appear before hearing officers, boards and/or commissions in conjunction with formal or legal proceedings; coordinate with legal staff as required and verify compliance with ordered judgments.

Conduct follow-up compliance inspections when required; contact other enforcement agencies for concurrent enforcement actions.

Refer unpaid administrative penalties and fees to the appropriate collection agency.

Monitor court or administrative orders, prepare and deliver reports on progress in complying with orders, and follow-up on required actions to complete orders.

Monitor land use permits and project approvals; determine compliance with permit or project conditions in coordination with appropriate staff and commence appropriate administrative or legal action to achieve compliance with conditions.

Perform final approval inspections prior to the issuance of licenses.

Inspect and monitor outdoor community events and festivals for compliance with license conditions.

Conduct, review, and provide recommendations for background investigations on licenses specified by County Code.

Perform public education outreach including preparation of brochures and public presentations.

Prepare case files, carefully document information, and maintain accurate case files in both the County's automated license and permit platform and in the department's manual file system.

Maintain a variety of files and records and prepare requisite reports.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental/division policies and procedures.

Computer software specific to the department/division.

Ability to:

Perform the full scope of complex code enforcement duties.

Understand Administrative Hearings, Court and Trial procedures.

Make public presentations and give testimony at formal or legal proceedings.

Entry Level (*Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.*)

Knowledge of:

Investigation, compliance and enforcement methods and techniques.

Ability to:

Read, interpret, and apply laws, regulations, ordinances, policies and procedures.

Establish priorities, organize work, and manage time effectively.

Learn the principles of land use planning and development.

Conduct field inspections and identify code violations.

Read and interpret street maps and geography of Washoe County.

Compile and evaluate data, evidence, and information to make appropriate recommendations.

Document findings and prepare clear, concise, and accurate reports and records.

Organize and maintain records.

Interpret and understand relevant Washoe County codes including zoning ordinances, building codes land use/development regulations, nuisance regulations, business license regulations and gaming/liquor license regulations.

Read and interpret zoning, master plan and assessor's parcel maps, site plans and construction drawings.

Draw to scale physical attributes of property.

Apply general building, zoning, land use, nuisance, and licensing regulatory practices.

Recognize potentially dangerous conditions and situations.

Communicate orally in a clear, concise manner.

Provide explanations, answer questions, and make recommendations for action in a manner that does not intimidate or provoke members of the public.

Exercise sound judgment that requires the application of analysis of facts, negotiation and interpersonal skills.

Maintain effective working relationships with the general public, staff, law enforcement and other agencies, elected and appointed officials.

SPECIAL REQUIREMENTS (*Essential duties require the following physical skills and work environment.*)

Ability to sit for extended periods. Ability to frequently stand, walk, stoop, climb, and kneel. Ability to lift and move objects weighing up to 35 lbs. Ability to use radio, digital video and camera equipment, tablet computers and associated equipment in a field environment; and, office equipment including computer, copiers, telephone, and FAX machine. Ability to work under conditions involving exposure to dust, grease, and chemicals. Ability to work outside in various types of weather and temperature. Ability to safely operate a motor vehicle on various road conditions in safe and prudent fashion.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.