

CODE ENFORCEMENT OFFICER

DEFINITION

Under general direction, performs investigations and enforces Amador County municipal codes and vehicle abatement laws and regulations; coordinates and operates the Abandoned Vehicle Authority; enforces Labor Code 6404.5; and does other related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single-position classification responsible for planning and conducting investigations to enforce State and County land use and vehicle abatement laws, ordinances, and regulations and State Labor Code 6404.5.

REPORTS TO

Planning Director and Community Development Agency Director

CLASSIFICATIONS DIRECTLY SUPERVISED

Building Code Compliance Officer/Code Enforcement Assistant

EXAMPLES OF ESSENTIAL DUTIES

- Plans, organizes, and carries out investigations for the enforcement of County municipal and Vehicle Abatement codes, laws, and regulations
- Receives public complaints and refers to appropriate departments and staff for follow-up action
- Provides a variety of information about land use and Vehicle Abatement codes, laws, and regulations
- Receives requests for abandoned or inoperable vehicle actions from other public jurisdictions in the County
- Makes investigations of abandoned and/or inoperable vehicles;
- Analyzes information and takes appropriate action to resolve problems
- Verifies vehicle ownership, making proper notifications and arranging for towing and removal of vehicles
- Has responsibility to carry out the directives of the County Abandoned Vehicle Authority
- Coordinates Abandoned Vehicle Authority meetings and hearings
- Maintains Abandoned Vehicle Authority records
- Maintains expense records and pays bills for the Abandoned Vehicle Authority

- Receives referrals and investigation requests from Amador County departments
- Investigates and enforces Labor Code 6404.5 (smoke-free workplace regulations)
- Has responsibility to provide notice to destroy weeds and enforce and abate hazardous weeds and rubbish pursuant to Division 12, Part 5 of the California Health and Safety Code (per Board Resolution No. 99-273)
- Meets with landowners and/or code violators to develop methods for achieving compliance with appropriate regulations and ordinances
- Prepares and types correspondence related to investigations and compliance
- Performs follow-up inspections to ensure that compliance has been achieved
- Prepares written reports to be reviewed by the County Counsel and/or District Attorney for civil or criminal charges
- Issues citations to violators
- Prepares affidavit and inspection warrants
- Performs title searches on property
- Provides support for legal staff during formal procedures
- Prepares a variety of reports and records
- Operates office equipment and computers
- Coordinates investigations with other County departments
- Makes presentations to Board of Supervisors, County Counsel, judicial hearings, etc.
- Trains, supervises, and evaluates assigned staff

SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Land use and vehicle abatement laws, rules, and regulations
- Legal terminology, forms, and procedures
- Investigation techniques and procedures
- Policies, practices and procedures for use of CLETS information
- Accounting and fiscal recordkeeping methods and procedures
- Principles of identification, preservation, and presentation of evidence
- Principles of supervision, training, coordination, administration, and evaluation

Ability to:

- Plan and conduct investigations and enforcement actions for County and State land use and Vehicle Abatement laws, codes, ordinances, and regulations
- Be responsible for the County Abandoned Vehicle Authority
- Conduct investigations related to assigned areas of responsibility
- Analyze a variety of information and determine appropriate resolutions to problems and/or enforcement actions

- Analyze and interpret laws and regulations related to land use and Vehicle Abatement
- Gather, organize, analyze, and present a variety of data and information
- Prepare and present evidence in court
- Prepare, clear, concise and accurate records and reports
- Effectively represent the County and Vehicle Abatement investigation and enforcement functions with the courts, the public, and other government agencies
- Establish and maintain cooperative working relationships
- Supervise, train, and evaluate the work of assigned staff

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; ability to walk in uneven and slippery terrain; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office, courtroom, and outdoor environments; some exposure to changes in temperature and weather; some exposure to grease, oils, hazardous materials, and unusual noise; continuous contact with staff and the public.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Three (3) years of experience in investigations and code enforcement work.

SPECIAL REQUIREMENTS

- Possession of a valid California Driver's License issued by the Department of Motor Vehicles and maintain acceptable driving record throughout employment
- Certification of Completion of Laws of Arrest and Firearms (P.C. 832)
- Certification as a Code Enforcement Officer from California Association of Code Enforcement Officers (CACEO) or any other certification approved by CACEO or the ability to obtain the certification within one year of employment.