



JOB DESCRIPTION

JOB TITLE: Code Enforcement Officer

JOB CODE: 1590

DEPARTMENT: Community Development

FLSA STATUS: Non-Exempt

REPORTS TO: Director of Community Development/Code Enforcement Officer Senior

SUMMARY OF JOB PURPOSE

Skilled technical work involving the receipt, investigation and resolution of complaints of potential violations of various sections of the Douglas County Code.

ESSENTIAL FUNCTIONS

1. 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.
2. 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.
3. 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.
4. Consults with and coordinates activities with Code Enforcement Officer-Senior, Planning Department management, the County Manager, 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.
5. 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.
6. 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.
7. 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.

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.



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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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma, or equivalent, and two (2) years experience in the public sector with zoning, building enforcement or related experience; code enforcement/law enforcement experience is desirable.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; speak effectively before the public, the Justice and/or Superior Court, the Board of Commissioners, or employees of the County.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of theory, principles and practices of governmental planning, zoning and other local codes dealing with noise, improper zoning uses, and other such violations. Knowledge of the operation of a camera and video equipment. Skill in handling public relations during the course of compliance activity; ability to deal with potentially hostile individuals.

Ability to enforce zoning and land use rules, ordinances and regulations; conduct comprehensive investigations and maintain accurate records of findings; make recommendations concerning corrections and develop compliance solutions which negate the need for formal actions; follow established citation and arrest procedures

Intermediate proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record.

PHYSICAL DEMANDS

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

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While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

The employee regularly works in outside weather conditions; is occasionally exposed to wet or humid conditions, vibration, airborne particles, toxic or caustic chemicals, and risk of electrical shock; may work under stress of deadlines.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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