



# COUNTY OF NYE

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## **CLASS TITLE: CODE COMPLIANCE/ENFORCEMENT OFFICER SENIOR**

### **BASIC FUNCTION:**

Under the direction of the Director of Planning, performs a variety of routine and complex work in the interpretation and enforcement of adopted codes, related rules and regulations and Dust Control Regulations of the Pahrump Regional Planning District and other related work as assigned.

**REPRESENTATIVE DUTIES:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. May perform the duties of the Code Compliance/Enforcement Officer.
2. Reviews Dust Control Plans and document actions taken.
3. Conducts inspections including visual emissions and soil stabilization tests and prepare inspection reports and make recommendations.
4. Drafts Notices of Alleged Air Quality Violation(s), warning letters and action memos.
5. Performs annual and quarterly planning and zoning inspections to determine if approved use and conditional uses of property are in compliance. Reviews site plans and special use and temporary use permit requirements to verify compliance. Performs all needed research and enforcement to ensure compliance with all applicable codes and ordinances.
6. Prepares and issues criminal or administrative citations to offenders.
7. Prepares documentation needed to obtain administrative search warrants, summonses and complaint affidavits; testifies at Commission meetings, administrative hearings, depositions and court proceedings as required.
8. Meets and confers with owners, tenants, contractors, developers, businesses, etc., to review and explain code requirements and violations or potential violations; secure code compliance.
9. Drafts and distributes a variety of correspondence, memoranda, notices and reports relating to code enforcement and Air Quality actions; maintains a variety of logs and records related to inspection and enforcement activities; prepares recommendations for amendments and additions to codes or regulations which relate to the position.
10. Enters information and uploads pictures from field investigations into the computer system. Performs a variety of record keeping, filing, indexing and other general clerical work.
11. Provides information to persons who request information or assistance in code

enforcement-related matters in a courteous and timely manner.

12. Coordinates efforts with the sheriff, planning, building and related departments, the prosecuting attorney and other staff or agencies, as needed; works with Sheriff and District Attorney's staff to obtain written or tape-recorded statements, depositions or admissions, as needed.
13. Reviews cases being prepared for trials with emphasis on the evidentiary and legal issues crucial to successful prosecution; prepares detailed reports of activities and investigations made; consults with prosecutors and prepares case reports for court action; testifies in court; assists in obtaining, enhancing, preparing or presenting exhibits or other evidence in court as required.
14. Participate in and provide reports for Administrative and Public hearings and Commissioner meetings.

**EDUCATION AND EXPERIENCE:**

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: Any combination of training, education and experience that would provide the required knowledge and abilities related to building and other construction codes, zoning and other land use codes.

**LICENSES AND CERTIFICATIONS:**

Valid Nevada driver's license and maintain a satisfactory driving record. Required to possess and maintain necessary certifications essential to the position: ICC Property Maintenance and Housing Inspector, ICC Code Specialist, ICC Building Official-Code Enforcement, ICC or State Fire Inspector I and 40 CFR 60 Visual Emissions Reader.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Not applicable.

**CONTACTS:**

Supervisor, co-workers, other department personnel, outside agencies, surveyors, developers, and the general public.

**PHYSICAL EFFORT:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Normal Office Environment. Outdoor work is required in the inspection of various sites that occasionally requires sitting, climbing, balancing, stooping, kneeling, crouching or crawling.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:**

Work is performed under the following conditions: Normal Office Environment and Normal Outdoor Environment, Frequent Interactions with the Public.