CODE COMPLIANCE TECHNICIAN

DEFINITION

Responds to written complaints of alleged planning, zoning, or building violations under direction of the Mariposa County Planning Director; may assist the Sheriff's Office in medical marijuana cultivation compliance (non-law enforcement tasks); reviews Williamson Act compliance questionnaires for compliance with applicable policies and laws; interviews the complaining party and relevant witnesses; investigates allegations of violations and conducts field investigations of properties, and submits findings of investigations to the Planning Director for the Director's determination as to whether or not a violation exists. May conduct follow-up investigations upon direction of the Director. Duties include full case management, investigation, testimony, and case preparation during enforcement proceedings and follow-up inspections.

SUPERVISION RECEIVED AND EXERCISED

Planning Director or his or her designee.

EXAMPLES OF ESSENTIAL FUNCTIONS

Conducts investigations of written complaints alleging planning, zoning, or building code violations.

Reviews Williamson Act compliance questionnaires for compliance with applicable policies and laws.

Makes drive-by or on-site inspections of residential and/or commercial and/or agricultural properties; notes possible violations at all other property sites observed during the course of field investigations.

May coordinate responses to medical marijuana cultivation ordinance violations with the County Sheriff by assisting with the inspection of a property that is in potential violation; may assist with the subsequent civil process of violators by researching ownership of the property and preparing appropriate documentation.

Interviews complaining party, witnesses, and other appropriate parties.

Gathers, assembles, preserves, and reports facts, statements, or affidavits and other evidence for use in administrative proceedings.

Prepares narratives, analysis of investigative findings, investigative reports and correspondence; submits factual findings of investigation to Planning Director to assist Director in determining whether or not a code or policy violation exists.

Case preparation and testifying during code enforcement administrative proceedings.

Obtains objective proof of suspected code or policy violations.

Coordinates activities with the Building Department Director.

Attends training, meetings and workshops as necessary to enhance job knowledge and skills.

Performs routine administrative and clerical work as required, including but not limited to typing or word processing reports and correspondence, compiling data for reports, entering and retrieving computer data, copying and filing documents, sending and receiving faxes and e-mail correspondence, downloading and organizing photographs documenting investigations, etc.

Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

Knowledge of:

Investigative techniques and procedures.

Legal rights of citizens.

Techniques for dealing effectively with the public, in person and over the telephone, including working with highly agitated, confrontational, and difficult people and situations.

Techniques for providing a high level of customer service to the public, in person, and over the telephone.

Relevant state and local laws, codes and regulations relating to planning, zoning, Williamson Act, and building.

Proper English usage, spelling, grammar, and punctuation.

Modern office practices and technology, including the use of computers for word processing and records management, use of equipment for copying and scanning documents, use of digital cameras for documenting field investigations, etc.

Safe driving rules and practices.

Ability to:

Read, understand, learn, interpret and apply provisions of laws, policies, regulations, and ordinances relating to planning, zoning, Williamson Act and building codes.

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, meet time deadlines, and schedule inspections and necessary meetings.

Obtain information and evidence by observation, obtain information and evidence by research of permit files and other county records, record interviews, and secure physical evidence.

Analyze and evaluate the statements of witnesses.

Maintain accurate, organized and complete records and files, including both hard copy and digital files; prepare clear and concise reports; prepare accurate and complete correspondence to property owners regarding violation matters, which contain appropriate legal citations and references.

Use Microsoft Word and Microsoft Excel programs effectively and efficiently.

Communicate effectively in both oral and written forms.

Establish and maintain cooperative working relationships with citizens, co-workers, and public officials under conditions requiring tact and good judgment.

Solve problems effectively and objectively.

Maintain confidentiality of all information and materials.

Physically conduct field work.

Document field investigations by use of digital photography and written documentation.

TYPICAL WORKING CONDITIONS

Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic and equipment hazards, adverse weather conditions, temperature and noise extremes, heights, explosives, fumes, dusts, odors, toxic or caustic chemicals, pathogenic substances, vibration.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk and intermittently walk, stand, run, climb, balance, bend, squat, twist and reach while performing office duties and/or investigative work; lift and/or move up to 50 pounds of weight; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen. Requires the strength and stamina to perform investigative duties including driving a motor vehicle.

MINIMUM QUALIFICATIONS

EXPERIENCE

At least three years of experience in conducting investigations and gathering information which required interpretation of laws, rules and regulations or one year of experience in a public agency performing field or office work in the enforcement of codes, regulations or ordinances relating to building codes or building plans, zoning laws, abandoned vehicle abatement, and/or other health and safety nuisance. Ability to read and interpret development, construction and grading plans is desirable.

EDUCATION

High school graduation or G.E.D.

Possession of an International Code Council (ICC) certification as a Building Inspector and/or Zoning Inspector is desirable.

ADDITIONAL REQUIREMENTS

Possession of a valid California driver's license; under certain circumstances, the Personnel Director may accept a valid driver's license from another State if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

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