



Code Enforcement Supervisor

Class Code:
4961

Bargaining Unit: Management

COUNTY OF SISKIYOU
Established Date: Mar 12, 2024
Revision Date: Mar 12, 2024

SALARY RANGE

\$29.20 - \$36.39 Hourly
\$2,336.00 - \$2,911.20 Biweekly
\$5,061.33 - \$6,307.60 Monthly
\$60,736.00 - \$75,691.20 Annually

DESCRIPTION:

*The County of Siskiyou is an Affirmative Action/Equal Opportunity Employer
We welcome applicants of any race, religion or ancestry.*

For exact salary information please refer to the current salary schedule. [County Website](#)

General Statement of Duties:

To plan, organize, and supervise the activities within the Code Enforcement section of the Planning Division; to perform highly responsible and complex code enforcement duties related to zoning, building, health and safety, land use, and illegal cannabis; to investigate complaints and issue citations for code violations; and to communicate with the public regarding code compliance and enforcement.

Distinguishing Characteristics:

The Supervisor level recognizes positions that perform full, first-line supervisory responsibilities including planning, organizing, directing, assigning, and evaluating the work of subordinates and is responsible for a section within a work unit or a division. The Supervisor level is responsible for the most complex or difficult code enforcement cases.

Reports to

Deputy Director of Planning

Classifications Supervised:

Exercises direct supervision over code enforcement officers.

EXAMPLES OF DUTIES:

Essential Job Functions:

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- Train and supervise subordinate staff assigned to code enforcement activities, including explaining and applying ordinances, state laws, and current zoning, building, health and safety, and land use principles.
- Screen and assign cases; prioritize and assign tasks and projects.
- Provide direction and guidance in technical analysis, policy issues, and tactics; establish investigation strategy.
- Ensure compliance with procedure and policy manual.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods of code enforcement activities; implement policies and procedures.
- Plan, organize, coordinate, and supervise code enforcement methods and procedures.
- Plan, organize, and evaluate the work and performance of assigned staff.
- Evaluate operations and activities of assigned responsibilities; recommend priorities, improvements, and modifications; prepare various reports on operations and activities.
- Monitor and review trends in code and law enforcement and recommends operational, procedural, and policy improvements.
- Prepare and issue citations and warrants; collect and preserve evidence; write related paperwork.
- Follow established procedures to issue citations and warrants to people in violation of county codes and state regulations; document each citation presented to owners and agents.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Coordinate or investigate complaints and conduct field inspections; seek compliance regarding code requirements through written and personal contact; issue warning notices and citations; conduct follow up inspections.
- Explain applicable zoning, building, health and safety, land use, housing codes, and other applicable laws or regulations and division policies and procedures to the public in the field, by telephone, and at the public counter; coordinate with other County departments and/or outside agencies as needed.
- Establish, manage, and maintain accurate and complete case files; prepare legal documents and evidence for court and/or administrative hearing proceedings; testify in court as needed.
- Prepare comprehensive reports, documents, and background data to substantiate violations.
- Receive and review information about possible violations of zoning, land use, health and safety, and building codes; research parcel history and permits to determine validity of complaints.
- Build and maintain positive working relationships with coworkers, other County employees, and the public using principles of good customer service.
- Perform related duties as assigned.

Knowledge of:

- Principles and practices of supervision, training, and performance evaluation.
- State and local laws, statutes, ordinances, codes, and regulations pertaining to building, housing, health and safety, land use, and zoning.
- Operation, policies, and procedures of a county planning and/or building division, especially as related to code enforcement and compliance.
- Principles and practices of code compliance and land use designation and regulation.
- Applicable laws, codes, rules, and regulations regarding the cultivation, sale, and use of cannabis.
- Investigative and evidence-gathering techniques and report writing.
- Rules of evidence, current laws, court process, and legal terminology.
- Modern office procedures, methods, and computer equipment.
- English usage, spelling, grammar, and punctuation.
- Arithmetic and basic mathematical calculations.

Desired Skills:

- On a continuous basis, know and understand all aspects of the job; identify, analyze, interpret, recall, observe, explain, and enforce policies, procedures, laws, codes, and regulations; observe, respond to, and maintain awareness of a variety of situational factors while in the field; work under time pressure and complete a high volume of tasks with frequent interruptions; focus on a single task for long periods of time; maintain awareness of safety at all times.
- Supervise, train, assign, review, and evaluate the work of subordinate staff.
- Perform investigations and inspections of a difficult and complex nature and prepare evidence and files on difficult and complex enforcement cases for court presentation and testimony.
- Interpret, explain, and enforce complex zoning, building, health and safety, and land use rules and codes to employees and the public; solve problems and recommend solutions.
- Simultaneously investigate multiple inquiries and complaints and conduct multiple field inspections; determine violations or permitted land uses per local and state laws and regulations, accurately document findings and maintain appropriate records.
- Assess and prioritize multiple tasks, projects, and demands.
- Analyze situations quickly and objectively and determine proper course of action.
- Obtain information through interview and dialogue; work fairly and courteously with the public.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Use modern office equipment and computers, as well as a photographic camera.
- Read and understand site plans, blueprints, maps, drawings, specifications, legal descriptions, contract documents, graphs, and building and use permits, as well as applicable local and state laws and regulations.
- Establish and maintain effective working relationships with those contacted in the course of work.

TYPICAL QUALIFICATIONS:**Experience and Training:**

Any combination of training or experience that would provide the knowledge and skills to successfully perform the listed duties is qualifying.

A typical way, but not required, to obtain the required knowledge and skills would be:

- Three (3) years of responsible journey level experience performing duties similar to a Code Enforcement Officer in Siskiyou County.
- Equivalent to the completion of the twelfth grade.
- Completion of a POST or STC Certified Penal Code 832 Training on Laws of Arrest or certification from California Code Enforcement Corporation is highly desirable.

Special Requirements:

- May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

SUPPLEMENTAL INFORMATION:**Typical Physical Requirements:**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to

normal range; verbal communication; use of office equipment including computer, telephone, calculator, copiers, and FAX.

Typical Working Conditions:

Work is performed in both an indoor office environment and in the field requiring travel to various locations throughout the County and in a variety of outdoor weather conditions.

KNOWLEDGE OF::

see above

ABILITY TO::

see above