

Tolowa Dee-ni' Nation

Position Description

Title: Code Enforcement Officer
Class: Management
Status: Full-time
Supervisor: CEO
Effective Date: June 2017

Department: Administration
FLSA: Exempt
Pay Grade: IX-X (\$22.90-\$35.12)
Subordinates: None
Grant Funded: No

Position Summary:

Under general supervision, to assist with the coordination of the Tribe's code enforcement activities. To perform the more complex office and field duties associated with the interpretation, application, and enforcement of municipal and other related codes dealing with zoning, land use, building, housing, dangerous buildings, inoperable vehicles, noise, litter, sanitation, weeds, and other code provisions.

Upon execution of a Memorandum of Understanding (MOU) between the Tolowa Dee-ni' Nation and the Del Norte County Sheriff's Office (DNSO), this position will work in conjunction with the DNSO as a Reserve Deputy and will adhere to and follow the agreed upon terms of the MOU.

Essential Duties and Responsibilities include the following:

- Perform and adhere to the outlined functions and duties as a Reserve Deputy under the DNSO MOU.
- Ensure compliance with sections of the Tribal Code which pertain to such areas as nuisances, zoning, building codes, weed abatement, inoperable vehicles, substandard housing, dangerous buildings, health and safety, and other related property maintenance requirements.
- Receive and investigate complaints and survey Reservation and Tribal properties for possible Tribal Code violations.
- Explain Tribal Codes and regulations to citizens and work with citizens to gain voluntary compliance with the Tribal Code.
- Inspect dwellings, buildings, vacant lots, businesses, and commercial properties for violations of the Tribal Code.
- Prepare reports and notices regarding Tribal Code violations.
- Operate a computer, using applicable software to perform required research and maintain case investigation records.
- Issue, when required, citations and directives to offending parties, outlining or describing steps for compliance.
- Represent the Tribal government in hearings or court proceedings.
- Perform the more complex and specialized duties associated with code enforcement.
- Request assistance from other departments and outside agencies as necessary.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Supervisory Responsibilities:

No supervisory duties at this time.

Minimum Qualifications:

DRAFT to TC 6.22.17

- Equivalent to completion of the twelfth grade. The completion of one year of college (30 semester units) from an accredited college or university may substitute for one year of experience.
- Peace Officer's Standard and Training (POST) Certificate at the time of employment.
- Three years of increasingly responsible experience in the area of code enforcement comparable to that of a Code Enforcement Officer, preferably supplemented by college level course work in planning, building, code enforcement, administration of justice or a related field.
- Offer to enter into the Del Norte County Reserve Deputy Program.
- Qualified American Indian Preference applies.

Language Skills:

Ability to read, analyze, interpret and report technical manuals and government code, regulations and policy.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference ability to apply concepts such as fractions, percentages, ratios, and proportions.

Reasoning Ability:

The following mental abilities are required: alertness, concentration, judgement, patience, memory, problem solving, initiative and the ability to remain calm in threatening, combative and/or confrontational situations. Must be able to effectively assist and/or subdue angry, violent, suicidal, psychologically disturbed or mentally ill individuals. The ability to remain alert during long periods driving or seated as a passenger in a vehicle is very important. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

Possession of a Peace Officer's Standard and Training (POST) Basic Law Enforcement Certificate; Valid First Aid and CPR certificate; Must possess and maintain a valid, state-issued driver's license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.

Physical Demands:

Must have strength to lift, push, pull, and carry heavy objects, such as to move furniture, open heavy metal doors, move injured or unconscious or assist an uncooperative or combative individual. Trunk strength and stamina for repeated activities is necessary.

Arm strength and range of motion is sufficient to write, use firearms, subdue and handcuff suspects, coordination and explosive strength to sprint in emergency situations and be able to communicate and perform tasks at the end of the situation. Finger dexterity and arm-hand steadiness adequate to search individuals and/or facility. Must have ability to move arms or legs rapidly such as to use weaponless defense and weapons.

Hearing- adequate to hear and understand conversations in both quiet and noisy environments with the ability to localize from which direction a sound is coming. Must be able to discriminate among both speech and non-speech sounds, e.g., to hear and correctly understand individuals being interviewed, to hear and correctly understand radio transmission while operating a motorized vehicle, to hear scuffling, opening and closing of doors or firearms being loaded in order to determine safe

entry or exit of a situation or building and to detect the approach of vehicles, people, animals, machinery and to anticipate potentially unsafe situations.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Adequate to meet DMV Criteria, if corrective lenses are required, the officer must have adequate uncorrected vision to fins equipment to request assistance
- Accuracy in far vision is very important such as to determine whether someone twenty feet away is holding a gun or a non-weapon item.
- Color vision (ability to identify and distinguish color).

Work Environment:

Work is performed indoors and outdoors in both quiet and noisy environments, with occasional work performed in confines spaces. Temperature extremes vary depending on seasonal exposures. There is exposure to body fluids and infectious agents including blood borne viruses which can produce chronic disease or death. An exposure also exists to hazardous material, illicit drugs and dust and airborne particles. Equipment used and tasks performed present a high risk of body injuries (cuts, bruises, sprains fractures).

Additional Employment Conditions:

All Tolowa Dee-ni' Nation employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Tolowa Dee-ni' Nation drug free workplace policy and will be subject to pre-employment, for-cause, and post-accident drug and alcohol testing.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____