



CLASS SPECIFICATION

Class Code: 60019856
Date Established: 07/2026
Last Reviewed:
Last Revised:
Last Title Change:
FLSA: non-exempt
Probation: 12 months

SENIOR CODE ENFORCEMENT OFFICER

DEFINITION

Under general supervision, oversees the more complex code enforcement cases; provides lead direction to staff responsible for code enforcement duties; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Five years of full-time experience performing investigative work which included enforcing established laws, codes or regulations such as building, fire, license, nuisance, penal, vehicle or zoning codes; OR three years of full-time experience equivalent to a Code Enforcement Officer II within Washoe County; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

Must possess certification as a Code Enforcement Officer from a recognized State or National Code Enforcement Organization or Association or equivalent within eighteen months of appointment and must be maintained for continued employment in this classification.

A valid driver's license is required at the time of appointment and must be maintained for continued employment in this classification.

SUPERVISION EXERCISED

Exercises lead direction.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Provide lead direction, work coordination and technical guidance to assigned staff; provide mentoring and training in work methods; provide input for performance evaluations and disciplinary matters; and may serve as a backup/program lead in the absence of the Planning Manager.

Investigate, manage, and resolve the most complex and controversial code enforcement cases, to include abatements; represent code enforcement program at planning related hearings involving code enforcement cases; negotiate compliance agreements.

Review, analyze and provide recommendations in the development, updating, and implementation of code enforcement policies, procedures, and training programs, as well as code amendments to applicable sections of county code.

Serve as a liaison between Code Enforcement and other county departments and external agencies; facilitate joint inspections and coordinated enforcement actions with multiple agencies.

Coordinate with Technology Services and lead Accela (or equivalent permit database) process improvements, implementation and maintenance regarding code enforcement case management.

Investigate public complaints regarding alleged violations of building and zoning ordinances, land use and development standards, nuisance ordinances, business license regulations and gaming/liquor license regulations determining the

validity of complaints and recommending appropriate enforcement action, including handling complaints escalated to a higher level.

Conduct field inspections of properties or businesses to determine compliance with applicable building, zoning, nuisance, land use and license regulations and requirements; enforce appropriate regulations from building, land use, zoning, nuisance and license codes; enforce area-specific development regulations, development standards, administrative and special use permits, and design requirements.

Conduct research, interview appropriate individuals concerning complaints to validate violations and obtain information to write case investigation reports; provide referrals to other enforcement agencies as appropriate.

May perform any of the Examples of Duties found on the Code Enforcement Officer II job class specification.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Department/division policies and procedures.

Countywide personnel policies such as sexual harassment, discrimination, ADA, and EEO.

Washoe County codes, regulations and requirements related to building, zoning, nuisance, land use/development, business license and gaming/liquor license.

Principles of land use planning and development.

Computer software specific to the department/division.

Ability to:

Lead, train, organize and review the work of assigned staff.

Lead and coordinate complex code enforcement tasks, the development of code and code amendments, and recommend policy/procedure changes and improvements.

Effectively facilitate joint inspections, coordinate enforcement actions with multiple agencies and negotiate compliance agreements.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

Knowledge of:

Investigation, compliance, and enforcement methods and techniques.

Techniques to effectively interact with a variety of people from various backgrounds, often in stressful situations.

Ability to:

Analyze information/situations, project consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations.

Read, interpret, and apply laws, regulations, ordinances, policies and procedures.

Understand Administrative Hearings, Court and Trial procedures.

Develop and deliver public presentations and give testimony at formal or legal proceedings.

Conduct field inspections, identify code violations and recognize potentially dangerous conditions and situations.

Compile and evaluate data, evidence, and information to make appropriate recommendations.

Document findings and prepare clear, concise, and accurate reports and records.

Communicate clearly and concisely, both orally and in writing.

Provide explanations, answer questions, and make recommendations for action in a manner that does not intimidate or provoke members of the public.

Exercise sound judgment that requires the application of analysis of facts, negotiation, and interpersonal skills.

Establish, maintain, and foster positive and harmonious working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to sit for extended periods. Ability to frequently stand, walk, stoop, climb, and kneel. Ability to lift and move objects weighing up to 35 lbs. Ability to use radio, digital video and camera equipment, tablet computers and associated equipment in a field environment and office equipment including computers, copiers, telephone, and FAX machine. Ability to work under conditions involving exposure to dust, grease, and chemicals. Ability to work outside in various types of weather and temperature. Ability to safely operate a motor vehicle on various road conditions in a safe and prudent fashion.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.