



## Code Enforcement Officer II

**Department:** Development Services  
**FLSA Designation:** Non-Exempt

**Salary Grade:**  
**Effective Date:** 05.2026

### **Job Summary**

The Code Enforcement Officer ensures compliance with County land use and development ordinances and regulations. The work is performed under the direct supervision of the Code Enforcement Supervisor or a designated representative. The principal duties are mainly performed in a field environment and include a general office environment.

### **Key Responsibilities**

- **Code Review:**
  - Conducts regular code and ordinance reviews, makes recommendations for enforcement, amendments, updates and investigate complaints
  - Advises and educates the public on violations, compliance, and other aspects of the codes and ordinances
  - Maintains inspection and enforcement files, documents, reports, logs, findings, correspondence, enforcement, and related records; assist in creation of databases, maps and projects
  - Collaborate with contractors to obtain estimates for County-ordered abatement of nuisances, negotiates solutions with stakeholders
  
- **Compliance Enforcement:**
  - Responds to complaints and code enforcement issues from the public in person and on the telephone; interprets, applies and enforces County zoning and subdivision ordinances; instructs and informs the public regarding ensuring compliance with County public nuisance, zoning, building code, solid waste, subdivision, addressing, and related ordinances
  - Administers preliminary sanctions, following policies and procedures outlined in the codes and ordinances
  - Initiates legal proceedings in coordination with County legal and enforcement staff, including preparing and presenting expert witness testimony as needed; schedules hearings, reviews and staff meetings; coordinates administrative hearings as needed
  - Presents reports related to abatements and certificates of non-compliance to the Board of County Commissioners
  
- **Violation Mitigation:**
  - Acts as the project manager on complex abatement proceedings, coordinates with various government and private entities on complex abatements, process enforcement actions related to abatement of dangerous buildings with the assistance of the Building Official
  - Assists Code Enforcement Officer I and administrative staff on code interpretations and process questions
  - Present recommendations and request funding to complete abatement of dangerous buildings and or public nuisance violations
  
- **Other Duties:**
  - Performs all work duties and activities in accordance with County policies, procedures, and safety policies
  - Acts as supervisor to Code Enforcement Officer I and Code Enforcement Senior Administrative Specialist when Code Enforcement Supervisor is unavailable
  - Performs all other duties as assigned

## **Qualifications**

### **Skills and Abilities**

- Knowledge of county, state, and other applicable public nuisance, zoning, building code, solid waste, general health, subdivision, rural addressing, and related codes and ordinances
- Public relations and education, communication, and customer service principals, techniques, and objectives
- Investigative and mitigation enforcement methods, techniques, and objectives, including documentation, record-keeping, administrative hearings and legal proceedings
- Research, documentation and conflict resolution methods and techniques
- Work collaboratively and constructively with fellow workers and members of the public to provide public service of the highest quality and quantity
- Maintain strict confidentiality and impartiality
- Prepare oral and written reports and documents and maintain comprehensive records and files, including under pressure of legal and time-sensitive deadlines
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties
- Operate a motor vehicle
- Communicate effectively and establish and maintain effective working relationships with other governmental offices, various agencies and associations, other employees and the public, including in difficult and sometimes adversarial circumstances
- Read and interpret codes and ordinances; investigate complaints; interpret maps/GIS; mediate and resolve conflicts; use computers and related software applications; communicate both orally and in writing sufficient to exchange or convey information; establish and maintain good public relations and effective working relationships; and receive work direction to work independently

### **Special Qualifications**

- Idaho Driver' license
- Must successfully complete a background investigation
- FAA drone license preferred
- Must be able to obtain Hazmat Certification within one year of employment
- Certification issued by the International Code Council (ICC) in the Certified Code Safety Professional Exam Field of Property Maintenance and Housing Inspector, Zoning Inspector, Commercial Building Inspector, Residential Building Inspector, or Certification as an American Association of Code Enforcement Officers as a Certified Code Enforcement Officer

### **Education and Experience**

- High school diploma or GED equivalency required
- Five to seven years of experience in planning or zoning or related ordinance violation investigations is required
- Bachelor's degree or equivalent combination of experience and training which provides the knowledge and abilities necessary may be considered

### **Essential Physical Abilities**

- Clear speech with or without an accommodation, to effectively convey detailed or important instructions or ideas accurately, loudly, and/or quickly
- Sufficient clarity of hearing with or without reasonable accommodation to enable the employee to hear average or normal conversations and receive ordinary information
- Visual acuity, with or without an accommodation, to read instructions, review, and organize documents
- Requires sufficient personal mobility and physical reflexes, which permit the employee to function in a general office environment to accomplish tasks, operate a motor vehicle and perform field inspections at project sites
- Ability to lift 50 lbs

### **Disclaimer**

To perform this job successfully, an individual must be able to perform the primary job responsibilities satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment

contract. Management has the exclusive right to alter this job description at any time without notice.

Canyon County is an Equal Opportunity Employer. Employment decisions related to recruitment and selection is made without regard to race, color, religion, sex, national origin, age, disability or genetics.