



MASON COUNTY CLASSIFICATION DESCRIPTION

Title: Code Enforcement Officer		Department: Community Services	
Affiliation: Teamsters		Reports to: Director of Community Services	
Salary Range: \$3815-\$4005		Supervises/Directs: None	
Established Date:		Revision Date: August 22, 2016	

SUMMARY: Under general supervision of the Director of Community Development investigate, observe and resolve issues revolving around Mason County's building and land use codes. Achieve compliance through effective communications, analyzing and interpreting the applicable code, coordinating investigations with the appropriate field person, determining appropriate enforcement action and pursuing legal remedies through obtaining evidence, photos, information in knowledgeable manner so as present oral and written testimony at trials or hearings.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all the duties listed nor do the listed examples include all tasks which may be found in positions of this class)

- Conducts complaint investigations, including field inspections. Gathers evidence for written reports and coordinates with other field staff for follow-up inspections to assure compliance of violation notices and stop work orders.
- Issues warnings and writes enforcement letters. Prepares written correspondence, notice and orders and staff reports. Recommends and coordinates appropriate actions to be taken on a case-by-case basis, establishing time frame for compliance and/or legal action. Issues stop work orders when necessary, monitors compliance, and writes letters to individuals when necessary regarding pending legal action, remedies, and potential citations.
- Work with individuals to review violations, explain requirements and intent of code(s), and explain options and procedures to gain compliance. Provide direct assistance to the County Prosecuting Attorney's Office and appears as an expert witness in judicial and other hearing proceedings as needed.
- Courteously assists the public with code compliance questions, application forms, and general understanding of requirements.
- Position may be assigned to perform other planning and inspection duties consistent with department needs and education, training and/or licenses and certifications of the incumbent.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS: Work typically includes both office and fieldwork. Work may involve frequent interruptions. Required physical activities can include frequent climbing, crawling, keyboard fingering, talking, repetitive motions of hands and wrists, sitting, hearing and lifting, pushing, pulling, and carrying objects up to 10 pounds.

HAZARDS: Normal hazards in an office environment. Fieldwork may take place during inclement (wet/cold) weather conditions. Often necessary to walk and hike over rough terrain. Travel is normally by automobile, but for remote sites may involve the use of boats or planes. May encounter animals or angry citizens.

EDUCATION AND EXPERIENCE: Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be.

QUALIFICATIONS: Associate or Bachelor degree in planning, building construction or related field preferred; Five years experience in building construction, building inspection, plan review, land use, zoning or closely related field or at least three years of pertinent code enforcement experience in zoning, building, or related code compliance activities.

LICENSES, CERTIFICATES & OTHER REQUIREMENTS: Must be certified building, plumbing and/or mechanical inspector or plans examiner by ICC (International Building Code) or possess equivalent ICC issued certifications; Multiple certifications preferred; Salary range dependent upon certifications obtained. Range Level I requires one (1) relevant ICC certification, Range Level II requires two (2) relevant ICC certifications, and Range Level III requires three (3) ICC certifications. Must have a valid Washington State driver's license, or obtain reasonable accommodations.

I have read and understand the above the above job description.

Employee Signature: _____

Date: _____

HR/Supervisor Signature: _____

Date: _____