

POSITION: Code Enforcement Officer
OFFICE/DEPARTMENT: Community Development
REPORTS TO: Director/Assistant Director
UNION STATUS: Represented by Local 367-C
SALARY GRADE: 13
APPROVED/LAST REVISED: December 2016

1.0 PRIMARY FUNCTION AND PURPOSE

Performs a combination of technical, para-professional and professional investigation, inspection and enforcement work to insure compliance with the codes, laws, standards and specifications administered by the Environmental Health, Planning and/or Building Divisions of the Department of Community Development.

2.0 ORGANIZATIONAL RELATIONSHIPS

2.1 Supervision Received

Persons in this position are expected to perform the essential duties and responsibilities defined in Section 3.0 under the supervision of the Assistant Director and/or Director.

2.2 Supervision Exercised

Persons in this position may be expected to supervise litter pick up crews, individuals completing community service obligations, or similar work programs, etc.

3.0 ESSENTIAL DUTIES AND RESPONSIBILITIES

Conducts field sampling and site investigation work using protocols developed and/or approved by the Director.

Manages grant data collection and tracking, and prepares grant contract documentation and reporting of deliverables.

Receives, investigates, documents and takes appropriate enforcement action regarding solid waste and other departmental complaints.

Prepares and serves notices and orders to correct violations. Issues civil citations on behalf of the County. Represents the Department in court proceedings involving code compliance and/or enforcement of County ordinances and regulations.

Coordinates Departmental code compliance initiatives and educational efforts. Coordinates Department wide enforcement action under the direction of the Director.

Works with state and local licensing agencies to ensure local contractors are licensed and bonded. Provides public education and outreach regarding Departmental Code Compliance issues.

Prepares and maintains electronic tracking of current permits and code compliance cases. Enters data into computer database. Prepares electronic and written reports and case summaries. Prepares correspondence and maintains cumulative records of such. Assembles enforcement investigation summary reports.

Conducts field investigations and inspects properties for compliance with permit requirements or for general code compliance. Documents evidence on site for use in later investigations. Prepares written and pictorial summaries for field investigations and inspections.

Prepares special graphics, maps, charts, etc., for specific planning purposes and presentations using either manual or electronic media.

Conducts re-inspections of enforcement compliant sites.

Operates office machines including personal computer, database tracking systems, typewriter, copy machine, etc. Performs other functions and related duties as assigned.

Answers questions from the public about federal, state and local permit processes and requirements relating to development proposals. Provides clear and concise information regarding the different levels of jurisdictional requirements as they relate to building, land use and/or environmental health issues.

May be assigned the essential duties and responsibilities of a Building Inspector/Fire Marshall

Completes field and office duties within the Environmental Health, Planning and/or Building Divisions of DCD at an equivalent or lower grade level.

4.0 PERIPHERAL DUTIES

Provides backup for related positions. This position may be established within the Environmental Health, Planning or Building work areas, and as such, may perform duties identified at the same or lower grade within any of the work areas, depending upon the needs of the Department, and capabilities and qualifications of persons filling this position.

Attends seminars, conferences and training sessions to keep abreast of changes and code revisions pertinent to essential and peripheral duties.

5.0 EDUCATION AND EXPERIENCE

Requires: 1. A bachelor's degree with experience in related code compliance involving extensive public contact and field inspections/investigations; OR 2. A related associate's degree and two years of experience in related code compliance involving extensive public contact and field inspections/investigations; OR 3) A high school diploma or equivalent with: (a) a combination of higher education credits and/or experience in related Pacific County code enforcement totaling three or more years, and (b) ICBO certification as a building inspector. Requires possession of a valid Washington drivers license.

6.0 NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Requires working knowledge of the principles, procedures and practices of public health, planning, building construction and design, and of the County's Land Use Ordinances and Regulations.

Requires considerable knowledge of English grammar and composition, spelling and arithmetic; filing, paper based and electronic permit record keeping systems and word processing.

Requires the ability to communicate effectively and clearly to the general public and other staff. Ability to establish and maintain time deadlines for specific projects.

Requires the ability to

- Be punctual
- Satisfactorily perform each of the essential duties and responsibilities identified in Section 3
- Satisfactorily complete assigned tasks in a timely and efficient manner.
- Read and write the English language; follow oral and written instructions and effectively communicate complex building, land use and environmental health policies, procedures, requirements and concepts in both oral and written forms.
- Effectively meet and deal with the public in a stressful, fast paced working environment.
- Use all equipment necessary to perform required tasks.

7.0 BEHAVIORAL STANDARDS

Positively represent the County, demonstrating honest and ethical behavior. Demonstrate good work habits and time management skills. Be respectful and courteous to the public, county leadership and other employees. The person filling this position must possess the interpersonal skills necessary to maintain good working relations with the public and staff under adverse and stressful working conditions. Good organizational skills with the ability to handle multiple tasks simultaneously are required.

8.0 WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in an office and an outdoor environment.

While performing the duties of this job, the employee is frequently required to walk, sit climb, crawl, talk and hear; use hands to finger, handle or operate objects, tools or equipment; and reach with hands and arms. The employee must occasionally lift and/or move 50 or more pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various other pieces of equipment.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in an office and an outdoor environment.

When working in the outdoor environment, the employee may be exposed to varying weather conditions. The noise level in the work environment is low in the office environment, and low to moderately noisy in the outdoor and solid waste facility environments.

Persons filling this position may come into contact with biological, chemical and/or physically hazardous substances associated with illegal disposal of solid and/or hazardous waste, household hazardous waste recycling and disposal, and/or the manufacture of methamphetamines and other clandestine drugs.

Standard office equipment used in this position includes, but is not limited to, personal computer, printer, typewriter, calculator, photocopier, facsimile machine, scanner, microfilm and camera.

9.0 SELECTION PROCESS

The selection process will include a formal application and evaluation of education and experience, and may also include an oral interview, background and/or reference checks and job related tests.

The duties set forth in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.