

JEFFERSON COUNTY
Job Description

Job Title: Code Compliance Coordinator
Department: Community Development
Division: Department of Community Development
Reports To: Director of Community Development
FLSA Exempt (Y/N): NO
Union : UFCW
BBP : NO
HIPAA: NO
Salary Level: Grade 30
Location: Castle Hill Center
Approved By: Human Resource Manager, *Lorna Delaney*
Approved Date: January 2005

SUMMARY

Ensure successful code compliance performing a variety of technical tasks related to the interpretation and enforcement of designated County Code; responds to, investigates and resolves questions, complaints, violations and issues concerning county codes related to building, life and safety, zoning, environmental and other land use issues and seeks voluntary compliance with citizens when necessary by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Receive complaints and inquiries by telephone, in person or mail. Sets up initial case file as required.

Courteously assists the public by phone, in writing, and in the office with code compliance questions, application forms and general understanding of requirements.

Works with DCD staff to verify and/or identify if complaint or inquiry is in violation of County codes by review of applicable codes and on-site file inspection.

Contacts citizens, performs and conducts on-site field investigations, to gather evidence for written reports, coordinate with other field staff for follow-up investigations to assure compliance with violation notices and stop work orders. Locates and interviews citizens, witnesses or representatives of business or government to gather facts relating to alleged violation.

Visually examines all areas to determine compliance with code standards.

Communicate with complainant, property owner, occupant/tenant and County staff through letters, on the phone and/or in person.

Obtain permission to enter dwellings/property from property owners and tenants.

Develop and maintain case documentation; research records to determine property ownership, permit and zoning history, legal descriptions, and pertinent administrative and hearing decisions and case law;

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confirm violations and compliance requirements with established pictorial evidence; prepare written reports.

Prepare violation letters to the property owner outlining the violation and corrective action required.

At periodic intervals consult and maintain file system of violation reports and revisit dwellings/sites to verify correction of violations is taking place or has been finished to close out files. To ensure ongoing compliance, perform follow up inspections.

Provide guidance and information to the public (at the counter and through correspondence) to educate and explain requirements of County codes to property owners, building contractors and other interested parties. Assist the public in preventing violation situations by conducting extensive public outreach.

Coordinate with interdepartmental staff as necessary. Assists in code development. Advise other departments and local agencies when complaint or inquiry requires their follow up and enforcement action.

Recommends and coordinates appropriate actions to be taken on a case-by-case basis, establishing time frame for compliance and/or legal actions. Prepares correspondence and reports of investigations for use by administrative or legal authorities, including Performance Contracts which lay out the necessary requirements or mitigations required to correct the violation, and timelines for such actions to occur.

Assist and advise the Sheriff's Office and Prosecuting Attorney's Office regarding case pursuit; provide case updates; coordinate activities of violator until case resolution is completed.

Presents oral and written testimony at trials or hearings, as needed.

Issues notices of civil infractions, when applicable.

Provides assistance and coordinates actions with other County departments as well as appropriate City, State and Federal agencies to obtain code compliance.

Keeps current on changing codes through continued education (seminars, classes, meetings) and reading of applicable material.

Performs various office procedures and duties.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

COMPETENCY To perform the job successfully, an individual should demonstrate competency in the following:

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

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Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.

Cost Consciousness - Works within approved budget; Conserves organizational resources.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

Judgment - Displays willingness to make decisions; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Planning/Organizing - Uses time efficiently.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness.

Quantity - Meets productivity standards; Completes work in timely manner.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A. or B.S.) in a criminal justice, law enforcement or law related field, and two (2) years related field experience in code enforcement, including direct contact with the public in an inspection or enforcement area, building, planning, or environmental sanitation, paralegal, or criminal justice position.

OR

Associate's degree (A. A.) or equivalent from two-year college or technical school in law enforcement, paralegal or similar discipline and four (4) years related field experience in code enforcement, including direct contact with the public in an inspection or enforcement area, building, planning, or environmental sanitation, paralegal, or criminal justice position.

OR

Equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, interpret and apply adopted zoning and building codes, rules, regulations, laws and procedures; ability to read and interpret permit application materials, architectural plans and specifications for conformity to county codes; ability to communicate effectively both orally and in writing. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as square footages, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to deal with problems involving several concrete variables in standardized situations. Ability to deal with difficult individuals.

COMPUTER SKILLS

Knowledge of MS Word, word processing software, MS Excel, spreadsheet software, MS Access database software, Internet Explorer software, and mapping and permitting software. Knowledge of Permit Plan, permitting software is desirable.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Washington State Driver's License

OTHER SKILLS AND ABILITIES

Must have ability to use tact, diplomacy, discretion, patience, and courtesy in dealing with citizens and property owners who can be uncooperative or hostile regarding enforcement of regulations.

Maintain a high standard for accuracy, completeness, and efficiency in the preparation of reports.

Needs ability to quickly grasp new techniques, remain calm in stressful situations, and relate to various personality styles in a calm, professional manner.

Must understand the need for maintaining confidentiality of sensitive information.

Is independent and self-motivated to complete required deadlines while simultaneously completing other tasks.

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

During the performance of this job, the employee is regularly required to walk and occasionally hike over rough terrain; standing and sitting for prolonged periods, crouch, crawl, bend or kneel, climb or balance; required to use hands to finger, handle, or feel; reach with hands and arms; exposed to

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moderate noise levels; occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment is usually moderate. Job requires driving and may involve the use of boats, planes or helicopters.

CAREER LADDER/SKILL BAND

This position is not part of a career ladder.