

CODE COMPLIANCE OFFICER

FLSA status: Non-exempt

CLASS SUMMARY

This is technical and specialized work in enforcing municipal, state, and federal laws and regulations related to municipal land use, zoning, public safety, property maintenance, sanitation and health, building engineering and safety, and abatement. Responsibilities involve physical review of conditions in the field as well as providing assistance to homeowners, tenants, and the business community in understanding related laws and regulations. Typical assignments involve inspection of residential, commercial and industrial buildings and vacant lots, researching approved conditional uses of properties, issuing violation notices, and responding to citizen complaints and inquiries. Work is performed under general direction of the manager with initiative, discretion, and independent judgment in the performance of duties based on knowledge of City policies, procedures and operations.

ESSENTIAL FUNCTIONS -- *Essential duties and responsibilities **may** include, but are not limited to, the following:*

Inspects single family homes, apartment buildings, businesses and vacant lots; ensures compliance with applicable zoning and nuisance codes, ordinances and regulations; issues notices of violation; performs follow-up inspections as necessary.

Responds to alleged violations; interviews complainants and witnesses; takes photographs of violations and documents activities.

Researches the approved conditional uses of property; contacts owners and takes actions to enforce City codes.

Inspects property for abandoned or inoperative vehicles; issues notices for vehicle abatement if necessary; oversees abatement and removal of vehicles.

Inspects home occupancies to assure compliance is maintained.

Coordinates with various outside agencies regarding code enforcement activities including police, fire and health; reports abatements; prepares related reporting documents.

Issues violation notices; follows-up to determine compliance; refers violators to the City Prosecutor.

Serves as a resource to other City departments regarding zoning and other code requirements.

Assists in promoting the City's neighborhood preservation program objectives; coordinates with City departments; monitors project activity related to neighborhood preservation.

Maintains records and prepares reports on inspections and surveillance activities.

Responds to and resolves citizen inquiries and complaints.

Assists in preparing case reports for court or administrative proceedings; testifies in court and at administrative proceedings as necessary.

May inspect industrial, commercial and residential buildings during various stages of construction and remodeling; ensures compliance with applicable uniform building, plumbing, or mechanical codes, ordinances and regulations.

Performs related duties and responsibilities.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office setting and the field. Work involves sitting, walking, computer use, photography and occasional lifting of objects up to 50 pounds. Work in field may require exposure to hazardous conditions and unpleasant circumstances.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines

Associate's degree in property management or construction and increasingly responsible experience in a related field such as property management, construction, permit processing or an equivalent combination of education, training and/or experience that provides the following knowledge, skills and abilities:

Knowledge of:

- City, state and federal codes, ordinances and regulations related to building, housing, zoning and nuisance requirements
- Principles, procedures and techniques of a code enforcement program
- Construction and inspection methods used in building and related structures
- Methods and techniques of conflict resolution
- Record keeping methods and techniques
- Local geography and street locations
- Inspection and investigative techniques
- Principles of business letter writing and basic report preparation
- Standard English usage, spelling, grammar and punctuation

Ability to:

- Interpret and enforce proper zoning, permit, health and safety regulations related to construction, zoning and nuisance issues
- Operate modern office equipment, including computers
- Prepare clear and concise reports
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships
- Identify and respond to community issues, concerns and needs
- Apply, interpret and explain legal and administrative information to employees, officials and residents lacking technical knowledge
- Analyze problems, identify potential solutions, project consequences of proposed actions and implement recommendations in support of goals
- Act quickly and calmly in emergencies

LICENSE OR CERTIFICATE REQUIREMENT

- Valid Washington State driver's license
- ICBO Certified Zoning Inspector certificate

*Class specifications are intended to present an illustrative description of the range of duties, the scope of responsibility and the required level of knowledge, skills and abilities necessary to describe the primary functions of the job. Specifications are **not** intended to reflect all duties performed by employees in each position assigned to the class.*