

CITY OF ISSAQUAH  
CLASSIFICATION DESCRIPTION

**CODE COMPLIANCE OFFICER**

**SUMMARY:**

Positions in this classification are responsible for enforcement of Issaquah municipal codes pertaining to land use, zoning, flood hazard, landscaping, signage and related issues in a fair, complete and consistent manner by methodically patrolling the streets of the City, performing field inspections, and responding to public complaints. Such work requires effective communications skills and the ability to handle angry or upset citizens. Considerable judgment is required in interpreting and determining solutions that meet standards.

**SCOPE:**

**Reports to:** Building Official

Independently performs work of a regular and recurring nature in accordance with established and known policies, standards and regulations; performs more complex work under limited supervision. Plans and arranges work sequence and develops improvements for procedures in areas of assignment.

**WORK ENVIRONMENT:**

The work is performed primarily outdoors exposing the employee to inclement weather conditions and requiring walking over uneven ground, occasional moderate lifting and operating a motor vehicle.

**ESSENTIAL FUNCTIONS:**

- Monitors activities of the public and private sector of the City on a daily basis to assure compliance with assigned aspects of municipal codes.
- Responds to and investigates complaints concerning land use code violations, including illegal signs, garbage, business licenses, abandoned vehicles, illegal discharge into storm system, illegal dumping, clearing and grading, toxic plants, flood walls, trees in creek etc. Pertinent codes are enforced through voluntary action or issuance of citations if necessary to obtain compliance.
- Inspects physical premises for possible violations, gathers evidence and summarizes information. Investigates observed violations and complaints received through personal contact, telephone contacts and written communication with responsible person, business owner or property owner. During investigation uses various city information including files for building, planning, public works, assessor's and land

use maps, plat and zoning maps, phone directory, and business license and utility files.

- Determines extent of violation and viable solutions. Recommends required steps for compliance, set compliance dates and follow up procedure for compliance in person, telephone and letters.
- Organizes and maintains documentation and prepares cases for filing or submission to City Attorney for prosecution. Provides assistance to the City Attorney's Office appearing as a witness for the City in legal actions taken to gain compliance, as required.
- Meets with developers, business owners or residents to inform them of violations and discrepancies, explain intent of codes and communicate solutions.
- Removes and disposes of illegal signs in City right of way.
- Reviews sign, special events and business or home occupation licenses and permits for approval.
- Inspects property and reviews plans and applications for compliance with sign and landscaping codes and requirements; makes recommendations regarding certificates of occupancy.
- Develops enforcement programs and procedures to gain compliance with various codes. Proposes amendments to enforcement procedures that would enhance the City's enforcement capabilities. Evaluates approved programs for effectiveness.

#### **OTHER JOB DUTIES**

- Initiates sign code, business license ordinance changes; assists with Agenda Bills for City Council meetings.
- Gathers information in the field to assist the Building Department in the completion of special projects as required.
- Responds to a variety of departmental and public requests for information relative to assigned function; provides requested information when authorized or refers to appropriate individual for response.
- Prepares written reports to the Building Official, Mayor and City Council monthly.

- Participates in Building Department meetings recommending changes and/or revisions applicable to area of assignment and participates in other task forces that are related to code enforcement activities.

## **QUALIFICATIONS:**

### **Education and Training:**

Associate's degree in development-related field, or two years of college courses, and two years of code-enforcement experience; or any combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

### **Licensing and Certification:**

Valid Washington State Driver's License with driving record free from serious or frequent violations.

### **Knowledge, Skills, and Abilities:**

- Knowledge of zoning, land use, design and construction principles.
- Ability to work in uncomfortable working conditions in all types of weather for extended periods of time.
- Ability to understand and interpret architectural and landscape drawings, specifications, land descriptions, City codes and related statutes.
- Ability to use and operate personal computer including word processing and spreadsheet software.
- Ability to compose articulate letters of correspondence and maintain accurate and concise case files.
- Ability to assist with explanations of complex and legally important government codes and regulations to the general public, professionals and other agencies.
- Ability to establish and maintain effective, courteous, and intelligent working relationships with the general public, developers, other City staff, appointed boards and commissions, and elected officials.

*The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.*

<b>ORIGINATION DATE:</b>	January 1998
<b>EEO CATEGORY</b>	Technical
<b>STATUS</b>	Non-Exempt
<b>CLASS CODE</b>	18493