



City of Kenmore Code Compliance Officer

FLSA Status: non-exempt
Positions Supervised: None
Salary Range: \$3,438 - \$4,180
Reports To: Community Development Director

BASIC FUNCTIONS:

This is a technical position with principal responsibilities relating to code enforcement and compliance. The position oversees the City's land use compliance program, including abatement of nuisances (e.g. junk cars, trash sign regulation, nonconforming land uses) and monitoring compliance with the zoning code and other City codes and regulations. Requires good research and organizational skills, close attention to requirements for processing and documenting casework and the ability to deal tactfully and effectively with members of the public. Work is performed in an office setting, but requires a considerable amount of field work and investigations. Work requires safe operation of City-owned vehicles. Formal supervision and evaluation are received from the Community Development Director.

MINIMUM QUALIFICATIONS:

Either of A) Two years of undergraduate school or vocational training in City planning, law enforcement or other relevant field and two years of progressively responsible relevant work experience in a compliance setting or an equivalent combination; OR B) 3 years experience in public agency with knowledge and experience of municipal/county code enforcement procedures.

PRINCIPAL DUTIES:

1. Responds to citizen complaints pertaining to nuisances such as junk cars, trash in yards, excessive noise, etc., investigating and carrying through with abatement procedures;
2. Investigates and resolves non-conforming land uses (e.g. non-permitted group homes, illegal home occupations, etc.) and violations concerning critical areas (e.g. unauthorized activities in wetlands, greenbelts) as well as violations of other City codes and ordinances (e.g. clearing and grading, building code, etc.);
3. Undertakes ongoing field investigations to pro-actively maintain compliance with applicable land use standards;
4. Prepares and maintains detailed records and statistics related to all enforcement activities, using word processing and spreadsheet programs on a personal computer;
5. Proposes amendments to specific City codes or regulations which relate to the position and enhance the City's enforcement capabilities;
6. Represents the City in public hearing or court actions involving compliance activities;
7. Provides assistance to the City Attorney as required;
8. Performs Permit Technician duties at the front counter as required including permit intake, permit issuance and responding to public inquiries;
9. Prepare written information for the public; and
10. Other duties as assigned.

PHYSICAL AND MENTAL REQUIREMENTS:

This position requires walking/navigating uneven and rough terrain and occasional lifting of illegal small signs in the field. It also requires the ability to effectively communicate by telephone and in writing. Work may involve occasional attendance at evening meetings. This is classified as a technical position within the City and operates within its own specific functional area (compliance) as a part of the Planning Division. Duties involve investigating and resolving complex enforcement issues. The position uses technical knowledge and discretion in managing an active caseload as well as overseeing the implementation/updating of applicable regulations. Efforts are coordinated with other staff and external parties.

SKILLS, QUALIFICATIONS AND EXPERIENCE:

Knowledge of:

- City ordinances and codes relating to land use, nuisances, signs, building, landscaping, and related development standards.
- Applicable laws, regulations, policies and procedures relating to compliance
- Office procedures, including effective filing and accurate record keeping techniques.
- The operation of personal computers, including word processing and spreadsheet software

Ability to:

- Make independent investigations of assigned cases and issues; coordinating with other City departments and related agencies as necessary
- Prepare concise and clearly-written letters, memos and related documents
- Coordinate a varied code enforcement caseload: prioritizing assignments, monitoring and meeting deadlines, issuing citations (when warranted)
- Properly document case investigations, using accurate written and photographic records, so as to be legally defensible and easy-to-track.
- Explain regulations to the public in a courteous and tactful manner, sometimes in tense situations
- Read maps, site plans and drawings accurately.
- Exercise good judgment in determining appropriate abatement actions or when enforcement issues require involvement of supervisors.
- Establish and maintain positive, effective working relationships with coworkers and the public.

SPECIAL REQUIREMENTS:

Possession of or the ability to obtain a valid Washington State driver's license.