

**CITY OF KENNEWICK
JOB DESCRIPTION**

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| Classification Title: | Code Enforcement Officer |
| Department: | Kennewick Police Department |

Band: B Grade: 2 Subgrade: 3

FLSA: Non-Exempt

Date Updated: November 4, 2003

Title Of Immediate Supervisor: Community Service Unit Sergeant

CLASSIFICATION SUMMARY

To consistently focus available resources toward achievement of the mission of the Kennewick Police Department by performing as a Code Enforcement Officer. This will be achieved through delivering professional services as defined by the Kennewick Police Department, which meet or exceed the legitimate expectations of the residents and visitors of Kennewick. This is a single position classification. It is not part of a series.

MISSION

The primary mission of all employees is to provide the citizens of the City of Kennewick with the most efficient and effective service possible. Salaries are paid by the taxes, revenues, and users fees collected from the citizens of Kennewick. Each employee is expected to treat all people with the courtesy and respect due them at all times.

ESSENTIAL DUTIES

FREQUENCY BAND/GRADE

1. Action is initiated to respond to all complaints about municipal code violations within 24 hours of receiving the complaint.

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| Daily 50% | B2 |
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2. Written reports of officer-initiated inspections, contacts with suspected violators and responses to citizen complaints about suspected code violations are submitted weekly unless otherwise provided for.

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| Daily 20% | B2 |
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3. Appropriate investigative/legal research, documentation and thorough case preparation is completed and reviewed with immediate supervisor prior to taking legal action on allegations of code violations. A success rate of at least 95% is to be maintained for enforcement actions.

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| Daily 5% | B2 |
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4. Positive interagency collaboration as measured by selected other municipal, county, regional and state agencies rating the quality of code enforcement office operations as “excellent” in periodic surveys.

Quarterly 10% B2

5. Attends court and environmental hearings and prepares and completes required documentation and necessary research necessary for legal action against violator including affidavit for warrant to gain entry into home.

Monthly 5% B2

6. Knowledgeable of most current codes, laws and governing regulations in the area of code enforcement.

Daily 10% B2

7. Incumbent agrees to performance commitments as outlined and acknowledged by the supervisor and employee.

As Required

MINIMUM QUALIFICATIONS

High school diploma or its equivalent (G.E.D.) and three or more years of related experience in inspecting for code violations or an equivalent combination of education and experience to provide sufficient evidence of the successful performance of the essential elements of the job such as those listed above. A valid State of Washington driver's license is required.

PHYSICAL REQUIREMENTS

To perform the essential functions of the job, incumbents must be able to perform the following:

Climbing, stooping, kneeling, crouching, crawling, reaching, standing, walking, fingering, grasping, feeling, talking, hearing/listening, seeing/observing, repetitive motions

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.