

CODE ENFORCEMENT OFFICER, LEAD

JOB PURPOSE AND SUMMARY

This position coordinates the work of Code Enforcement Officers and clerical staff engaged in the enforcement of a variety of building, nuisance and zoning/development code-related violations to ensure compliance is reached in a timely fashion. Incumbent prioritizes, assigns, coordinates, monitors and evaluates work; provides technical assistance; develops compliance plans with citizens after gathering pertinent information and preparing written reports and correspondence routinely. Assist the Code Enforcement Manager regarding training, major job re-assignments and recruitment selections.

Work involves frequent public contact, in response to code violations, safety and/or welfare issues, as well as public information sharing of RCW's, codes and ordinances of the county and state. Incumbent may also analyze and evaluate existing guidelines, procedures and policies; recommending changes as appropriate. Incumbent will prepare written reports, analyzing and interpreting the applicable codes, determine appropriate enforcement action and pursue legal remedies through the appeal hearings process. Contacts occasionally are adversarial in nature and the employee must use skill and judgement to resolve both technical and interpersonal problems in code compliance. The incumbent manages a daily work load as well as provides advice, administrative, technical and physical assistance to 2-6 Code Enforcement Officers on an as needed basis.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

- Coordinates the work of Code Enforcement Officers engaged in the inspecting of zoning, building, transportation, fire and public nuisance violations; confers with officers on work problems; accompanies inspectors to review unusual problems and to give general assistance. Performs field inspections and assists in inspections as needed during vacation or other leaves and periods of heavy complaint activity.
- Coordinates with other departments and agencies to achieve consistency and predictability in code interpretations and compliance actions.
- Prepares case documentation; researches records and legal descriptions; confirms facts and establishes written and pictorial evidence to confirm alleged violations.
- Prepares required reports; presents reports and evidence at Hearings Examiner Appeal hearings and court trials.
- Determines what enforcement action follow-up is necessary to achieve compliance and assigns clerical staff to prepare the related code enforcement documents.

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- Meets with individuals and various citizen groups to discuss code violations, explain intent of codes and work to gain compliance.
- Will decide timeframes for compliance with county code based on county record and recent inspection reports.
- Prepares cases for hearing or other legal action against violators of Clark County Code.
- Assigns penalties to property owners in accordance with Clark County Code. Will also prepare settlement offers in accordance with Clark County Policy and Procedures.
- Makes recommendations for changes in ordinance, regulations, policies and procedures governing the Code Enforcement program.

QUALIFICATIONS:

Education and Experience:

- High school or vocational school graduation or GED Certificate.
- Four (4) years full-time work experience as a code enforcement officer or equivalent work experience.
- Zoning, Building, Legal Aspects certifications.
- Must have a valid motor vehicle operator's license at the time of hire.
- Demonstrated skills in human relations, dispute resolution, and a willingness to apply independent judgement in interpreting or applying guidelines.

Knowledge of: legal process, enforcement of codes, laws and regulations pertaining to building construction, zoning ordinances and nuisance ordinance; conflict management and resolution techniques; governmental regulations, policies and procedures; principles and practice of communications.

Ability to: communicate technical information and requirements in a clear and accurate fashion both verbally and in writing; develop and maintain effective working relationships with staff, management personnel, legal personnel, and the general public; apply discretion, judgement and organizational skills to a variety of projects, assignments and situations; good public speaking skills required to conduct hearings in a comprehensive manner; ability to elicit voluntary compliance with County codes and regulations; and work independently. Coordinate the work of a group of technical personnel in a manner conducive to performance and positive morale; proficiently conduct all phases of code enforcement; handle emotionally charged or controversial situations with diplomacy and tact so as to elicit cooperation and compliance with codes, rules or regulations; understand and interpret ordinances, codes and county policy; prepare and deliver

testimony before hearing examiner on code enforcement hearings; express ideas clearly and concisely, orally and in writing to both staff and the public; enforce laws, ordinances, rules and regulations firmly, tactfully and impartially; establish and maintain effective relations with developers, contractors, builders, the general public and other enforcement agencies; read and comprehend technical codes and analyze situational variations to determine the correct response.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

Incumbents typically work in an outdoor setting in environments as varied as homes, fields, forests, mountains, deserts, or water; with variations in temperature, climate, smell and noise levels. Environment also includes risk of bodily harm due to threatening vicious animals, venomous snakes and agitated owners. Frequent, moderate lifting are standard elements. Stamina and physical agility are essential to operate a county vehicle. There is a high demand for physical fitness. Sight, reading, speaking and hearing are required 100% of the time to accomplish the essential tasks.

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