

City of  
**EDMONDS**  
Washington

**CODE ENFORCEMENT OFFICER**

<b>Department:</b>	Development Services – Building	<b>Pay Grade:</b>	NE-12
<b>Bargaining Unit:</b>	SEIU	<b>FLSA Status:</b>	Non Exempt
<b>Revised Date:</b>	October 2012	<b>Reports To:</b>	Development Services Director

**POSITION PURPOSE:** Under general supervision, receives, investigates, researches and resolves complaints, violations, questions and issues concerning City Codes related to building construction, zoning, right of way, and land use. Reviews City business licenses in order to assure compliance with and enforcement of City codes; performs field inspections as directed by the Development Services Director.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Receives, records, investigates, researches, coordinates, tracks, monitors and resolves complaints, violations, questions and issues concerning land use, zoning, right of way and building construction codes enforced by the City.
- Gathers evidence for enforcement action including: site inspection visits, documentation with photographs and research of City and County records.
- Prepares detailed reports and records, maintains enforcement files and computer database of violation cases and tracks enforcement penalty fines and fees.
- Meets with owners, developers and business owners to review and resolve violation cases.
- Provides general information regarding the codes and permit procedures.
- Refers complainants to other staff for decision making and expertise in determining final City position; interprets and applies codes with staff assistance.
- Communicates follow-up information to staff as needed.
- Identifies legal owners and parties of interest in violation cases; issues corrective letters and notices for violations of City codes.
- Informs owners of the legal processes regarding non-compliance and options under the code to resolve violations.
- Confirms all complaints or violations actions with written documentation relating to the case and serves notices via mail, posts on sites or serves individuals as necessary.
- Conducts follow-up inspections to ensure violations are corrected and compliance is continued.
- Prepares staff reports for public hearings and attends public hearings on code violation cases as required.
- Requests attendance and assistance from staff in presenting and explaining code violations and documentation at hearing and meetings.
- Enforces business license requirements for the City Clerk's office; ensures code requirements are met and notifies applicants of processes and compliance requirements.

## **JOB DESCRIPTION**

### **Code Enforcement Officer**

- Researches, prepares and reviews code sections, code interpretations, informational handouts and other materials.
- Issues stop work orders or correction notices.
- Maintains daily inspection records of site inspections and investigations.
- Researches public records requests utilizing State disclosure guidelines and ensures compliance to code via re-inspections, correction notices and/or enforcement action.
- Attends various meetings and workshops as required.

#### **Required Knowledge of:**

- Current City zoning and land use codes.
- Building and construction terminology.
- Applicable ordinances, laws, regulations, policies and procedures related to land use.
- Legal aspects of code administration as applied to code enforcement actions.
- Business license processes and requirements.
- Multi-jurisdictional City, County, and State social services, environmental regulations and other regulatory agencies.
- Field inspection methods, procedures and techniques.
- City locations and boundaries.
- Principles of customer service and public relations.
- Research methods and report presentation.
- Structure, organization and inter-relationships of city departments, agencies and related governmental agencies and offices affecting assigned functions.
- Effective oral and written communication principles and practices to include public relations.
- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets and statistical databases.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.

#### **Required Skill in:**

- Performing accurate and complete field inspections of various types of structures under construction or alteration.
- Reading codes, plans, blueprints, specifications, drawings and other approved permit documents and ensuring compliance with adopted building codes and City ordinances.
- Maintaining current knowledge of construction codes.
- Resolving complaints satisfactorily while remaining in compliance with appropriate code and regulations.
- Applying correct processes and procedures when reviewing business license applications.
- Compiling and gathering information and producing a variety of required reports.
- Interpreting and applying federal, state and local policies, laws and regulations related to area of responsibility.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Communicating effectively verbally and in writing including public relations.

**JOB DESCRIPTION**  
**Code Enforcement Officer**

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

Associates Degree or two year Technical Certificate in Building/Construction Technology, Planning or related field and two years of building code enforcement experience associated with a variety of building and construction types; OR an equivalent combination of education, training and experience.

**Required Licenses or Certifications:**

Valid State of Washington Driver's License.

Ability to obtain Zoning Enforcement Officer Certificate within one year of date of hire.

Must be able to successfully complete and pass background check.

**WORKING CONDITIONS:**

**Environment:**

- Indoor/Outdoor/Office environment.
- Driving a vehicle to conduct work.
- Constant interruptions.
- Field and site visits.

**Physical Abilities:**

- Hearing, speaking or otherwise communicating to exchange information in person and on the telephone.
- Operating a computer keyboard or other office equipment.
- Reading and understanding a variety of materials and conduct inspections.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Conducting inspections on construction sites
- Walking or otherwise moving and ascending/descending stairs, ladders, scaffolding, during site inspections
- Bending at the waist, kneeling or crouching, crawling in under floor areas, reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.
- Lifting/carrying or otherwise moving or transporting heavy objects.
- Ability to wear appropriate personal protective equipment based on required City Policy.

**Hazards:**

- Contact with dissatisfied or abusive individuals.
- Working in and around moving traffic.
- Construction chemicals.
- Exposure to all weather conditions.
- Dangerous construction sites, falling objects, loose footing and loud noises.

**Incumbent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_