

CITY OF BURIEN, WASHINGTON

JOB DESCRIPTION

Title: Code Compliance Officer
FLSA Status: Non-Exempt

Department: Legal
Reports to: City Attorney

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

General Position Summary

The Code Compliance Officer enforces municipal, state, and federal laws and regulations related to structural conditions, municipal land use, zoning, property maintenance, sanitation and health, building engineering and safety, business and other special licenses, and nuisance abatement. The Code Compliance Officer also prepares nuisance abatement cases for prosecution by the City Attorney.

Essential Functions

- Supports and models the identified vision, values and behaviors of the organization.
- Receives, investigates, researches, and resolves questions, complaints, violations and issues concerning city codes related to zoning and other land use issues.
- Enforces codes and disposition of violations, to include resolving by voluntary compliance, issuing notices of violations, corrective orders, infractions, orders to cease activity, and coordinating abatement actions.
- Performs detailed investigations of code compliance matters, property ownership, regulatory requirements, and permitting requirements; informs landowners and the public of the requirements necessary to maintain compliance with City ordinances.
- Communicates effectively and professionally, both verbally and in writing. Writes correspondence to code violators and property owners and responds to complainants regarding violation and compliance issues.
- Provides information regarding City codes, laws and ordinances.
- Conducts site inspections of single family homes, apartment buildings, businesses and vacant lots; ensures compliance with applicable building, zoning, and nuisance codes, ordinances and regulations.
- Inspects property for abandoned or inoperative vehicles on private property; issues notices for vehicle abatement if necessary; oversees abatement and removal of vehicles.
- Photographs nuisance sites and prepares notices and orders.
- Posts Notice and Orders on properties and may serve individuals with legal notices.
- Testifies in court and at administrative proceedings as necessary.
- Oversees and photographs the clean up of properties.
- Prepares and maintains case records. Maintains computer and working files on all violations, including an accurate record of all contact with the responsible party and reporting party, the current condition of the property, photographs of the violation, compliance deadlines, extensions of time, and required corrective action. Maintains resolved files for all code violations and nuisance abatement actions.
- Assists Paralegal with preparation of weekly, monthly and quarterly reports for all nuisance related activities.
- Works closely with City staff to assure continuity and efficient processing of zoning code enforcement, sign code enforcement, rights of way violation enforcement and nuisance abatement enforcement.

- Inspects business premises and enforces city requirements related to obtaining business licenses and other special licenses (such as secondhand dealers, amusement devices and junk dealers).
- Performs other duties as assigned.

Secondary Functions

- Proposes code enforcement policies, procedures and ordinances and amendments thereto.
- Serves on and participates in various employee committees.

Job Scope

Position is subject to a wide diversity of work situations with a moderate degree of complexity. Incumbent operates from established and well known procedures independently with minimal supervision and contributes to the development of new concepts.

Interpersonal Contacts

Contacts are made with others both inside and outside the organization. Contact with the public may be face to face, on the phone, or through correspondence.

Specific Job Skills

Knowledge of

- Applicable federal, state and local laws, codes, ordinances, regulations, policies and procedures related to code enforcement.
- Principles, techniques and procedures of a code enforcement program.
- Constitutional law as it pertains to public hearing procedures for appeals, public notifications, vacation of private property and eviction notification, civil and criminal legal processes, private property rights and public rights to police protection.
- Investigative and research techniques, rights of entry regulations and other legal procedures for nuisance abatement processes.
- Conflict resolution methods and techniques.
- City layout and boundaries.
- Microsoft Word and data base, permit tracking system and spreadsheet capabilities for personal computers.

Ability to

- Interpret and enforce applicable city, state and federal codes, ordinances and regulations related to construction, zoning, and nuisance issues.
- Communicate effectively verbally and in writing including explaining complex technical information and procedures to others.
- Demonstrate courtesy, fairness, poise, and tact when dealing with others, including in situations that could be emotionally charged or controversial in nature.
- Perform a variety of inspections of construction sites, installation methods and materials to assure compliance with federal, state and city codes and ordinances, as well as national and state safety standards.
- Analyze situations accurately and adopt an effective course of action.
- Utilize strong conflict resolution skills.
- Exercise discretion in confidential matters.
- Demonstrate attention to detail.
- Establish and accurately maintain a filing system.
- Work efficiently in a fast-paced work environment subject to frequent interruptions.
- Meet deadlines.

- Operate a camera and video equipment.
- Learn and apply technical information and procedures.
- Plan and organize work.
- Operate a variety of office equipment, including a personal computer, word processor, and copier.
- Work independently and as part of a team.
- Recognize occupational hazards and utilize standard safety procedures.

Mental Activities

Position requires continuous teamwork, customer service, independent judgment and/or action, and ability to read, speak, write, and understand English; frequent decision making, interpersonal skills, use of discretion, and negotiation; occasional creativity, problem analysis, and performance of basic math; and rare mentoring and presentations/teaching.

Physical Activities

Position requires continuous sitting, reaching, talking, hearing, and repetitive motions of hands and wrists; frequent stooping; occasional standing, walking, repetitive motions of feet, feeling, kneeling, climbing, handling, and bending; rare crawling and fingering. Incumbent must be able to push, pull, lift, and carry five pounds.

Education and/or Experience

High school diploma or equivalent, two years of college or technical school courses in related field preferred, and three years of experience in code enforcement, inspection or other related field OR a combination of education, training and experience that provides an equivalent background required to perform the work of the position.

Special Requirements

- Successful completion of pre-employment background check.
- Valid Washington State driver's license with satisfactory driving record.
- Certification as Certified Code Enforcement Officer and/or Administrator within twelve months of appointment.
- Active membership in Washington Association of Code Enforcement.

Job ConditionsEnvironment

Work is primarily performed in an office which is busy, oriented to public service and subject to constant work interruptions. The noise level in the office is moderate. Position requires outdoor work, subject to driving a vehicle to conduct work. Outdoor environment can include uneven and unstable walking surfaces, tripping hazards, and inclement weather conditions.

Hazards

Working on or around heavy equipment, ladders, open trenches, scaffolding and heights; exposure to various chemicals, fumes, odors and gases; tripping hazards from site debris and unstable walking surfaces; unrestrained animals; contact with dissatisfied or abusive individuals.