

Code Enforcement Officer

Building, Planning, Zoning, and Community Development

Reports to: Director

Grade:

Classification: Non-Exempt

Date Approved:

Job Summary

Under general supervision of the Community Development Director, performs a variety of technical duties in support of the County's local code enforcement program; by monitoring and enforcing a variety of applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, health and safety, blight, graffiti, wastewater erosion, timber, and other matters of public concern. Serves as a resource and provides information on County ordinances to property owners, residents, businesses, the general public, and other County departments and divisions.

Essential Functions

Perform a variety of field and office work in support of the County's local code enforcement program. Enforces compliance with County regulations and ordinances including those pertaining to zoning, land use, nuisance housing, health and safety, blight, graffiti, wastewater erosion, timber, and other matters of public concern.

Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of County ordinances; interview complainant and witnesses; conduct investigations and provide recommendations for resolution.

Conduct field inspections of properties for code violations; contact the resident, property owner, or business owner in order to resolve violation. Issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations. Schedule and perform all follow-up functions to gain compliance with the codes including letters, inspections, calls, meetings, discussions, and negotiations. Issue citations and notices of violation, as necessary.

Prepare evidence in support of legal actions taken by the County for code and ordinance violations and appear in Court as necessary to testify and present evidence.

Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other activities relating to code and ordinance violations.

Prepare written reports, memos, and correspondence related to enforcement activities.

Routinely patrol the County and identify and evaluate areas with ordinance violations.

Recommend proper method and procedures to resolve violations.

Inspect and approve ingress/egress for Harvesting Timber. Including determination of proper sized drainage pipe and drive access.

Attend meetings as requested and serve as a resource to other County departments, the general public, and outside agencies in the enforcement of County regulations. Provide research and documentation for meetings; and explain codes and ordinances to those in attendance.

Perform data entry to process and acquire information relative to complaints, inspection sites, and effective code enforcement.

Investigate vacant residences and businesses as directed. Coordinate the security of vacant buildings with proper materials as necessary; post the property, as necessary.

Assist as needed in researching, drafting, and rewriting codes; participate in the development of forms and processes utilized to address various issues.

Perform related duties as required.

Additional Responsibilities

Work independently to perform a full range of code enforcement and compliance duties. Enforce codes, ordinances, laws, and regulations with impartiality and efficiency, and respond to inquiries, complaints, and requests for service in a fair, tactful, and professional manner.

Investigate complaints and offer resolutions in a timely and tactful manner. Prepare accurate and detailed documentation of investigation findings. Maintain complex logs, records, and files of each investigation or complaint.

Research, compile, and collect data as requested. Prepare clear and concise technical reports.

Make oral presentations and testify in court on citations, ordinances, and code violations. Work

independently in the absence of supervision. Communicate clearly and concisely, both orally and in writing. Assist as directed with posting of signage relating to zoning and timber harvest.

Knowledge, Skills, & Abilities Required for Job Performance

High school diploma or GED required.

Must be a minimum of 18 years of age.

College level course work of specialized training in code enforcement.

Work experience involving a high level of public contact including some experience dealing with the public in an enforcement, inspection, investigation, or customer service capacity.

Experience that includes the enforcement of County codes is desirable.

Knowledge of operations, services, and activities of a local government code compliance program.

Familiarity with codes, ordinances, laws, and regulations pertaining to zoning, nuisance abatement, property maintenance, building, health and safety, and related areas.

Knowledge of procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations.

Knowledge of legal process applicable to code enforcement compliance.

Effective communication skills.

Principles and procedures of record keeping.

Ability to operate computers and other equipment to assure accurate record keeping.

Possession of a valid driver's license.

Ability to safely operate County vehicle in performance of duties.

Working Conditions/Physical Demands

Primary functions require sufficient physical ability and mobility to work in an office and field environment; to stand, stoop, reach, bend, kneel, squat, climb ladders, and walk on uneven terrain, loose soil, and sloped surfaces; to lift and/or carry light weights; to operate office

equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.

May work in indoor and outdoor environments; work alone; travel from site to site.

May be exposed to noise, dust, inclement weather conditions, and potentially hostile environments.

Must be able to see in the normal visual range with or without correction.

Must be able to hear in the normal audio range with or without correction.