

# CITY OF ORTING

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## JOB DESCRIPTION

Job Title: Code Enforcement Officer

Department: Building

Reports To: City Administrator

Posting Date: 12/12/2023

Hourly Wage: \$34.66 – 39.01 / hour

Closing Date: Open until filled

### **SUMMARY DESCRIPTION**

This position is a part-time (.75 FTE), Fair Labor Standards Act non-exempt, non-Civil Service position and is represented by the American Federation of State County and Municipal Employees (AFSCME) Local 120. A typical work week for this position is semi-flexible based upon a scheduled work week. It is expected that the incumbent would spend thirty (30) hours on site which may include weekend and evenings. The incumbent in this position is subject to a 6-month probationary period.

Under the general supervision of the City Administrator, the Code Enforcement Officer performs a variety of code enforcement duties including enforcing municipal and regulatory codes of the City of Orting; reports violations, hazardous conditions, safety, sanitation and health issues; responds to complaints of reported code violations, performs other code enforcement duties as assigned by the City Administrator, Mayor, or their designee.

### **REPRESENTATIVE DUTIES**

Duties may include, but are not limited to, the following:

1. Enforce municipal and regulatory codes and ordinances; assist the residential, commercial and industrial community in compliance with municipal codes;
2. Manage various code compliance programs including but not limited to zoning, animal regulations, trash abatement, trash accumulation, property maintenance, temporary signs, special events and weekend enforcement cases;
3. Schedule and conduct field inspections for code violations; take photographs for evidence; prepare due process letters to persons with violations; prepare appropriate follow-up procedures; maintain accurate investigative records;
4. Perform legal investigation and preparation regarding code violation issues; gather evidence and interview witnesses; prepare investigative code compliance reports to file with the City Attorney's Office; assist City Attorney's Office in preparing court actions; testify in court as needed
5. Receive and respond to citizen inquiries and complaints concerning alleged code violations; respond to requests and collaborate with other departments/agencies for case resolutions;

6. Prepare staff reports and public nuisance abatement contracts for City Council review; communicate with contractors and consultants to resolve contract/agreement issues; monitor compliance with applicable ordinances;
7. Process violations using administrative remedies; recommend issuance/withdrawal of Civil Fines Assessment; attend and provide information for municipal code appeals hearings as necessary;
8. Establish and maintain various logs for code compliance programs, cases and equipment; compile analytical and statistical information; research parcel and zoning maps, historical records, and permit information; assist in the coordination and preparation of ordinance revisions as necessary;
9. Participate in the preparation for the code compliance program budget; submit budget recommendations;
10. Attend meetings and conferences regarding code compliance issues as needed; maintain awareness of code revisions, trends, and innovations in the code compliance field; present code compliance issues to compliance staff and to the public;
11. Work in partnership with City departments to achieve peaceful and voluntary resolution of issues on properties within the City;
12. Interacts and communicates courteously, patiently and efficiently with the public, police, attorneys and personnel from other city departments and related agencies at all times; and
13. Perform related duties as required.

## **QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties:

### **Knowledge of:**

- Principles and practices of City municipal codes and regulations.
- Methods and techniques of code enforcement.
- Methods and techniques of field inspections and investigation.
- Principles and practices of research, analysis and report preparation.
- Pertinent federal, state and local laws, codes and regulations.
- Microsoft Office Products (Word and Excel).

### **Ability to:**

- Prepare and participate in Administrative Hearings.
- Interpret and explain various codes to the public.
- Manage sensitive and confidential issues.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

## **Education and Experience Guidelines**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### **Education/Training:**

A high school or equivalent diploma and the ability to read write and comprehend at a level necessary for successful job performance.

Supplemental college level course work in planning, public administration or a related field is desirable.

### **Experience:**

One year of work experience involving a high level of public contact including some experience working with the public in an enforcement, inspection, investigation, or customer service capacity. Experience that includes the enforcement of municipal codes is highly desirable.

## **Minimum Recruiting Requirements:**

- Must be 21 years of age.
- Have earned a High School diploma or GED.
- Possess and maintain a valid Washington State driver's license with driving record free from serious or frequent violations.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Office and field environment; travel from site to site; exposure to computer screens, heat, cold, noise, inclement weather conditions; moving objects/vehicles; work on slippery or uneven surfaces.

**Physical:** Sufficient physical ability to work in an office setting and operate office equipment; walk, stand or sit for prolonged periods of time; light lifting and carrying up to 25 pounds; bending, stooping, kneeling; operating motorized equipment and vehicles.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

**Hearing:** Hear in the normal audio range with or without correction.

## **REASONABLE ACCOMMODATIONS**

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.