Position Title: Code Enforcement Officer  Date: January, 2009
Reports to: Chief Building Official & Deputy Director  Department: Comm. Dev. & Planning
FLSA Status: Non-Exempt  Positions Supervised: None

BASIC FUNCTION: Enforces complex land use regulations. Investigates complaints and violations of various laws and regulations. Issues violation notices and orders to violators, presents cases to the Prosecuting Attorney, to the hearing examiner, to the Board of Adjustment, to the Shorelines Hearings Board and to the courts. Coordinates correction notices and court orders by working with the violators to ensure final closure of the cases according to law.

MINIMUM QUALIFICATIONS: A bachelor’s degree. Requires either three years experience in conducting land use code violation investigations within a local government, or seven years experience in conducting other land use code violation investigations. Must have a valid Washington driver’s license with a good driving record. Requires excellent verbal and written communication skills, including skills necessary for speaking and making presentations in a public forum. Must understand and be able to work with the legal system and understand how to read and interpret regulations. Must have the demonstrated ability to deal objectively and calmly with persons in stressful confrontational situations. Must be able to perform tasks using considerable judgment and be able to make independent decisions based on applicable laws and established practices and procedures.

PRINCIPAL DUTIES -- Asterisk designates essential function

*1. Manages land use cases by investigating complaints or known violations of San Juan County ordinances, including the Comprehensive Land Use Plan, Shoreline Master Program, Environmentally Sensitive Areas Overlay, Land Division ordinances, Sub-Area plans, building codes, Revised Code of Washington and the Washington Administrative Code. Prepares and maintains case logs, documentation and computerized records of all actions taken in every case.

*2. Plans and schedules site visits. Takes photos and measurements of any suspected violations. Interviews complainants, violators and witnesses to determine what laws, if any, have been violated.

*3. Issues violation notices, enforcement orders, STOP WORK orders, citations, penalties, and fines. Requires plans for correction and abatement of violations and monitors the application of these until the completion of the required remedy.

*4. Coordinates and prepares cases for the Prosecuting Attorney, prepares briefs for appeal bodies, presents cases at hearings and in court. Presents cases to County
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Commissioners, the Board of Adjustment, the Hearing Examiner, Shorelines Hearings Board and the courts.

*5. Coordinates investigations with the Sheriff, Prosecuting Attorney, County Building Officials, Public Works engineers, Assessors Office, Attorney General, Department of Ecology, Department of Natural Resources, Department of Fish and Wildlife, Corps of Engineers, and other County, State and Federal Agencies and officers to enforce land use, shoreline use, wetland use, archeological and historical features protection and the protection of endangered species.

*6. Communicates and coordinates with a diverse range of people, who are often adversarial, to obtain compliance with designated code violations.

*7. Meets with individuals and various citizen groups to provide public education and code interpretation as to regulations, construction methods and standards, explain the intent of codes. This position responds to questions about and resolves problems regarding land use issues and land use laws and ordinances.

*8. Analyzes existing laws, County codes and ordinances. Develops and recommends changes or corrections to those laws. Researches existing laws and their applications for land use decisions and plans and consults with other Planning and Building Department employees to determine proper enforcement of these laws.

*9. Acts within the scope of his or her responsibilities, working as a public employee with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

10. Performs other duties as requested by the Department Head and supervisor.

PHYSICAL AND MENTAL REQUIREMENTS: Requires frequent sitting, standing and walking. The employee must be able to spend substantial time driving from site to site and getting in and out of vehicle throughout the day. Must be able to make access into, under, and around structures by crawling in confined spaces, climbing, navigating difficult terrain, and stooping for prolonged periods as necessary to conduct a thorough inspection. Occasional lifting of objects weighing up to 20 lbs. This position frequently requires continuous hand and finger movement. This position frequently requires visual acuity at 20 inches or less, and frequent hearing acuity for speech discrimination. The employee must be able to talk and to receive and understand written and oral communication and give written and oral instruction. The position requires the ability to calculate mathematical problems.

EQUIPMENT REQUIREMENTS:
Motor Vehicle – Daily
Computer – Daily
Telephone – Daily
Copy Machine – Daily
Camera – Weekly
Measuring Equipment - Weekly

WORKING CONDITIONS: The Enforcement Officer must work outside, and frequently encounters the elements as well as working in a normal office environment. Visits site locations via auto, ferry, commercial aircraft or county boat.