



CODE ENFORCEMENT OFFICER

Department: Planning and Public Works

Job Class: 433400

Pay Range: Professional 07

FLSA: Non-Exempt

Represented: Yes

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed.

GENERAL FUNCTION: This is technical investigative and enforcement work for Pierce County. An employee in this classification is responsible for enforcing and/or referring violations to appropriate agencies for compliance with County codes and ordinances pertaining to land use, zoning, signs, shorelines, home occupations, related land use documents, wetlands, illegal dumping, nuisance vehicles, and grading.

SERIES CONCEPT: The job series consists of the Code Enforcement Officer and Code Enforcement Supervisor.

ESSENTIAL FUNCTIONS:

- Conduct plan review and approve or fail applications for sign permits; inspect footing/setback and final on sign permits in accordance with approved plans.
- Initiate suspension of permits based upon unsatisfactory compliance with the sign code, zoning code, or related land use codes and ordinances.
- Respond to multiple citizen complaints generated by public service requests as they pertain to signs, animals, zoning, shorelines, home occupations, cottage industries, nuisances, illegal dumping, nuisance vehicles, and other related development issues.
- Conduct field investigations, interview witnesses, research property information, review applicable codes, photograph site and gather evidence on purported violations.
- Resolve sensitive, and at times volatile, complaints through enforcement of codes and mediation between parties.
- Carry a limited Sheriff's commission which allows incumbents to issue citations and view information from the Criminal Justice Information System.
- Respond to complex questions and information requests generated by the public, other county departments and outside jurisdictions.
- Provide technical information to Development Center staff on questions pertaining to related codes and ordinances or other land use matters.
- Issue infractions and provide follow-up to departments and district court.
- Perform follow-up inspections to insure violations are corrected.
- Meet with citizens, developers, and business operators to inform them of violations, explain the intent of the codes and provide options on resolution through written and verbal communication on specific land use issues.
- Coordinate efforts with the department, division, and other agencies to ensure appropriate action and uniformity of interpretation, application and enforcement of regulations and codes.
- Prepare detailed documentation for data entry, follow-up file and record keeping assuring timely handling of complaints.
- Provide assistance to the Prosecuting Attorney's Office if required and may appear as a witness in court in legal actions taken to gain compliance.

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ESSENTIAL FUNCTIONS (Continued):

- Attend meetings, seminars, and classes in order to keep current with code amendments and new regulations or trends.
- Represent the Code Enforcement Department at various meetings.
- Participate in the establishment, development, or amendment of related codes and ordinances.

OTHER JOB FUNCTIONS

- Performs other related job functions as necessary.

SUPERVISION RECEIVED AND EXERCISED: The Code Enforcement Officer does not perform supervisory duties. Work is performed under the direction of the Code Enforcement Supervisor. Incumbents exercise considerable independence and are responsible for making decisions requiring discretion, judgment, and knowledge of established codes and ordinances.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential job functions. The Code Enforcement Officer works in an office environment and out in the field. This position is subject to dealing with hostile individuals; incumbents must carry a limited Sheriff's commission which allows them to issue citations and view information from the Criminal Justice Information System.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by the employee to successfully perform the essential job functions of the position. Required physical activities include but are not limited to digital dexterity, maneuvering quickly on foot, walking, standing, sitting, talking, hearing and seeing, twisting, balancing, climbing, crawling, kneeling, bending, stooping, crouching, reaching, lifting, carrying, dragging, pushing/pulling. The ability to walk, bend, stoop, climb, and work around hazardous conditions or chemicals is required. This position is subject to deal with hostile individuals. The lifting requirements are twenty pounds or less. This position is required to drive and work in all types of weather conditions.

KNOWLEDGE, SKILL AND ABILITIES:

Knowledge of:

- County codes, ordinances, and laws relating to land use, zoning, shoreline, wetlands, signs, and other related regulations.
- Code compliance methods, the development community, contractor practices, and legal requirements related to enforcement.
- Construction standards, materials, and methods.

Ability to:

- Read, interpret, and apply a broad variety of codes and ordinances.
- Conduct field inspection and investigative work; to identify violations or noncompliance areas; to prepare detailed reports of findings; to make recommendations for code conformance; and to make referrals to the appropriate agencies.
- Read and interpret plans, specifications, maps, drawings, and legal property descriptions.

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KNOWLEDGE, SKILL AND ABILITIES:

Ability to: (continued)

- Communicate effectively both orally and in writing with builders, developers, contractors, property owners, public and private officials.
- Resolve or mediate complaints between parties through code enforcement measures.
- Coordinate code enforcement activities with multiple agencies, departments and divisions.
- Suspend permits or issue citations for noncompliance.
- Work independently, use discretion, and make decisions based upon policies, procedures, and established regulations.
- Establish, develop, implement, and make recommendations for revisions to codes and ordinances.
- Establish and maintain effective working relationships with builders, developers, home owners, other agencies, other staff, and the general public.
- Perform work in a variety of weather conditions and at hazardous construction sites.
- Effectively coordinate, perform, and complete multiple duties concurrently and in a timely manner.
- Physically perform the essential job functions.
- Meet the travel requirements of the position.

MINIMUM RECRUITING REQUIREMENTS TO APPLY:

A four-year degree from a college or university with major course work in Planning, Engineering, Public/Business Administration or related field and one or more years work experience in planning, code enforcement, or related field inspection and enforcement work. Additional experience or training may substitute for the recruiting requirements. Satisfactory physical condition as determined by a County approved medical examination.

CERTIFICATIONS AND LICENSES REQUIRED:

Ability to successfully complete all required Pierce County background investigations. Fingerprint and in-depth criminal history check is required. Possession of, or the ability to obtain, a valid Washington State Driver's license.