

**Walla Walla County
Position Description**

JOB TITLE: Code Compliance Officer
DEPARTMENT: Community Development
REPORTS TO: Director
PAY GRADE: 5, Full Time (40 hours/week); Benefits Apply; Courthouse Union

JOB SUMMARY: Position achieves public compliance with County codes pertaining to land use, building, fire prevention, residential burning, nuisances and related issues by responding to complaints using available resources to investigate possible violations of Titles 15-18 of the Walla Walla County Code and Nuisance Code Chapter 8.24. Code compliance is a highly visible and core function of the Community Development Department. Position administers the County's Residential Burn Program and assists the Fire Marshal with implementation of the Fire Code.

Receives general supervision from the Community Development Director. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of department. Position utilizes well-developed written, verbal, and analytical skills to problem solve, prepare reports, manage case files, and provide information to applicants, stakeholders and citizens. A significant amount of time will be devoted to administrative tasks, such as data entry, communication, file management and legal noticing in association with code cases. Position works closely with the public and involves interaction with impassioned citizens.

SUPERVISORY RESPONSIBILITIES: N/A

ESSENTIAL FUNCTIONS:

- Determines applicable codes and actions to be taken to address nuisances, zoning violations, and building and fire code violations. Must interpret, apply, and enforce County regulations.
- Evaluates complex situations or circumstances, researches public records, ownership of properties and other relevant information.
- Coordinates with other County departments and local agencies including the Walla Walla County Sheriff's Department, Animal Control, the Prosecuting Attorney's Office, and various municipal and State agencies.
- Manages open cases and the investigations of new reports and independently determines course of action. Documents all actions and communication in TRAKiT database and follows-up with all parties.
- Conducts site visits and inspections, takes photographs, prepares documentation and follow-up with complainants and property owners.
- Prepares compliance agreements, notices, and orders, and sets dates for compliance.
- Attends and testifies at court hearings, Hearing Examiner appeal hearings, public informational meetings, and prepares required documentation/reports.

- Organizes and conducts public outreach in order to mitigate code compliance issues in advance via education and relationship-building in the community.
- Administers the Residential Burn Program. Makes the daily “burn” decision, in coordination with the Fire Marshal, Fire Districts, DOE and other local entities.
- Issues burn permits to residents and assists with expiration letters.
- Issues infraction and misdemeanor citations.
- Develops policies and procedures for inclusion in the County’s Code Compliance Manual.
- Researches, tracks and responds to public records requests.

EXAMPLE OF DUTIES:

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are representative sample of the level of work appropriate to this position.

- Meets with citizens and explains County ordinances, policies, and procedures; mediates resolution of violations.
- Interviews complainants, property owners, tenants and/or other witnesses to collect data and information about the violation.
- Explains and interprets codes and communicates solutions.
- Educates the responsible party by walking the property with them to identify violations and reasonable timelines for compliance, in order to obtain voluntary compliance.
- Conducts follow-up site visits to verify compliance with conditions and required mitigation of violations. Photographs and documents violation(s) and progress of work toward compliance.
- Maintains electronic files records.
- Provides advice and assistance for the resolution of complex County code violation problems. Assists other staff on resolving code conflicts or conflicting code provisions.
- Conducts investigative/legal research and prepares thorough case documentation for review with supervisor prior to taking legal action on allegations of code violations.
- Develops and maintains forms, records and reports that provide for proper evaluation and documentation of County code violations and activities.
- Reviews or assists in the review of development proposals for conformance with codes, plans, and regulations, particularly those applications that are submitted for review in response to a code enforcement case.
- Assists in drafting code amendments.
- Holds limited commission by Sheriff’s Office with the ability to issue citations (tickets).
- Coordinates the County’s annual/semi-annual tire collection events under the direction of the DOE’s Coordinated Prevention Grant (CPG) program.
- Prepares grant applications and manages grants. For example, administers the County’s grant from the Department of Ecology’s (DOE) Local Solid Waste Financial Assistance (LSWFA); prepares reports, coordinates with other participating County agencies and city Code Compliance personnel. Tracks time spent on eligible activities and prepares report for submittal to the DOE for reimbursement of salary expenses.

EQUIPMENT TO BE USED: Standard office equipment including PC, mobile devices including tablets and/or cell phones, scanning and photocopy machines, postage machine, multi-line phone systems will be utilized. Vehicle and in-vehicle radio.

WORKING ENVIRONMENT / PHYSICAL ABILITIES: The department's operating hours are Monday – Friday, 8:00 a.m. through 5:00 p.m. and the office is typically open to customers Monday – Friday, 10:00 a.m. through 3:00 p.m. Must work majority of work week within department operating hours. Work is normally performed in an office setting and in the field and will require occasional night meetings and other work. Required to sit and/or stand and or operate a vehicle for extended periods of time. Require sufficient hearing and speech ability to communicate verbally. Require manual dexterity and visual acuity to operate a computer, telephone, and peripherals. Able to lift up to twenty (20) pounds, bend, and reach. Could potentially be working outside in adverse weather (extreme heat, cold, snow). Must be able to operate a vehicle in all road conditions and have visual ability to drive after sunset.

KNOWLEDGE AND ABILITIES:

- Knowledge of local planning, zoning, and development codes, laws and governing regulations in the area of code enforcement and county procedures for enforcement/compliance.
- Ability to work both in a team and independently with minimal supervision.
- Ability to establish and maintain effective working relationships with other County staff, property owners, developers, the general public and elected/appointed officials.
- Ability to respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility.
- Ability to read maps and locate properties.
- Ability to read and interpret building plans, blueprints, and specifications.
- Ability to exercise sound independent professional judgment and maintain objectivity when dealing with individuals and groups with conflicting or competing interests.
- Must maintain a high standard for accuracy, completeness, and efficiency in the preparation of documentation and reports.
- Ability to quickly grasp new techniques, deal with rapid changes in events, remain calm in stressful situations, and relate to various personality styles in a calm, professional manner.
- Ability to represent the department in public meetings and public hearings with excellence.
- Understand the need for maintaining confidentiality of sensitive information, such as in cases involving potential litigation.

EDUCATION AND EXPERIENCE: Bachelor's degree with coursework in Public Administration, Building, Planning or a closely related field and minimum of two (2) years of county or city government experience in code enforcement OR an Associate's Degree with coursework in Public Administration, Building, Planning or a closely related field and four (4) years of county or city government experience in code enforcement OR any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required. Proficiency in Microsoft Office Suite to include Outlook, Word and Excel. Prefer bilingual (English-Spanish).

LICENSES AND OTHER REQUIREMENTS: Valid driver's license, or the ability to obtain one, is required. Must successfully pass a background check and a driving record check. ICC/AACE certifications for Code Enforcement Officer (Property Maintenance & Housing Inspector, and Zoning Inspector) required within 18 (eighteen) months of employment.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.