

CITY OF BURIEN, WASHINGTON

JOB DESCRIPTION

Title: Code Compliance Officer

FLSA Status: Non-Exempt

Salary Grade: 570

Department: Legal

Reports to: City Attorney or designee

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications, and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

General Position Summary

The Code Compliance Officer enforces municipal, state, and federal (“governmental”) statutes, ordinances, regulations, policies, guidelines (“laws”) governing structural conditions, municipal land use, zoning, property maintenance, sanitation and health, building engineering, and safety, business, and other special licenses, and nuisance abatement. The Code Compliance Officer also prepares nuisance abatement cases for prosecution by the City Attorney.

Essential Functions. The Code Compliance Officer typically:

- Supports and models Burien’s values, vision, and organizational behaviors.
- Informs property owners and residents of the requirements necessary to comply with laws.
- Corresponds with violators and complainants about code violations and compliance issues.
- Communicates effectively and professionally orally and in writing.
- Investigates and resolves complaints, violations, and issues concerning building, land use, nuisance, zoning, and related laws.
- Inspects single-family homes, apartment buildings, businesses, and vacant lots.
- Photographs nuisance sites and prepares notices and orders.
- Posts notices and orders on properties and may serve individuals with legal notices.
- Enforces laws and the disposition of violations by voluntary compliance, notices of civil violations, corrective orders, infractions, orders to cease activity, and abatement actions.
- Inspects abandoned or inoperative vehicles on private property, issues notices for vehicle abatement if necessary, and oversees abatement and removal of vehicles.
- Testifies at administrative hearings and in court.
- Oversees and photographs the clean-up of properties.
- Maintains electronic files on all complaints, violations, notices, and resolutions.
- Document contact with the complainant and the violator, the property’s current condition by photographs and reports, compliance deadlines, extensions of time, and corrective action.
- Assists paralegal with the preparation of all reports for all nuisance-related activities.
- Works closely with staff to assure continuity and efficient processing and enforcement of zoning code, sign code, nuisance abatement, and rights-of-way violations.
- Inspects business premises and enforces city requirements related to obtaining business licenses and other special licenses (such as second-hand dealers, amusement devices, and junk dealers).
- Manage or handle graffiti removal as directed or authorized.
- Coordinate with police, Building Official, attorneys, and other staff or agencies as needed.
- Performs other duties as assigned.

Secondary Functions

- Proposes code enforcement policies, procedures and ordinances, and code amendments.
- Serves on and participates in various employee committees.

Job Scope

The position involves a variety of work situations with a moderate degree of complexity. The position operates from established and well-known procedures independently with minimal supervision and contributes to the development of new concepts.

Interpersonal Contacts

Contacts are made with people both inside and outside the organization. Contact with the public may be face to face, on the phone, or through correspondence.

Specific Job Skills**A Code Compliance Officer should have knowledge of:**

- Applicable federal, state, and local laws, policies, and procedures related to code enforcement.
- Principles, procedures, and techniques of a code enforcement program.
- Constitutional law as it pertains to public hearing procedures for appeals, public notifications, vacation of private property and eviction notification, civil and criminal legal processes, private property rights, and public rights to police protection.
- Investigative and research techniques, rights of entry regulations, and other legal procedures for nuisance abatement processes.
- Conflict resolution methods and techniques.
- Burien's geographic layout and boundaries.
- MS Word, database permit tracking system, and spreadsheet software for personal computers.

A Code Compliance Officer should be able to:

- Interpret and enforce city, state, and federal laws related to construction, nuisances, and zoning.
- Effectively speak and write about complex legal and technical information and procedures.
- Always demonstrate courtesy, fairness, poise, and tact even during emotionally charged or controversial moments.
- Perform inspections of construction sites, installation methods, and materials to assure compliance with federal, state, and city codes, laws, and safety standards.
- Analyze situations accurately and adopt an effective course of action.
- Utilize strong conflict negotiation and resolution skills.
- Present to racially, ethnically, and socioeconomically diverse communities.
- Flex communication style to multiple cultural environments.
- Exercise discretion in confidential matters.
- Demonstrate attention to detail.
- Establish and accurately maintain an electronic filing system.
- Work efficiently in a fast-paced work environment subject to frequent interruptions.
- Meet deadlines.
- Operate a camera, smartphone, and video equipment.
- Learn and apply legal and technical information and procedures.

- Plan and organize work.
- Operate office equipment including a computer, copier, printer, smartphone, and smartphone.
- Work independently, at various sites, and as part of a team.
- Recognize occupational hazards and utilize standard safety procedures.

Mental Activities

Position requires an ability to read, speak, understand, and write English; and basic math, creativity, customer service skills, decision making, discretion, independent judgment, interpersonal and negotiation skills, mentoring, problem-solving, teamwork, and teaching skills.

Physical Activities

Position may require listening, negotiating, reaching, talking, and typing and writing skills; an ability to carry, lift, pull, and push 20 pounds; and bending, climbing, crawling, handing, kneeling, painting, sitting, standing, stooping, touching, walking, repetitive hands and feet motions.

Education and Experience

At least a high school diploma or equivalent certification or degree, and two years of experience in code enforcement, inspection or other related field OR a combination of education, training and experience that provides an equivalent background required to perform the work of the position.

Additional consideration may be given for the following experience and training qualifications:

- ICC Certification as Residential Building Inspector (see above).
- Two years of college or technical school in a relevant field.
- Experience as a building inspector, land use specialist, law enforcement officer, or related field.
- An ability to speak foreign languages such as Somali, Spanish, Vietnamese, or other languages.

Special Requirements

- Code Enforcement Officer Certification (required within one year).
- Successful completion of a pre-employment background check.
- Valid Washington State driver's license with a safe and competent driving record.
- Active membership in Washington Association of Code Enforcement.

Job ConditionsEnvironment

The office is busy, oriented to public service, and can have frequent work interruptions. The noise level in the office is moderate. The position requires daily monitoring of locations throughout Burien by foot or by vehicle. Locations may have slippery, uneven, and unstable walking surfaces and tripping hazards. Work continues during inclement weather such as rain or snow.

Hazards

Working on or around heavy equipment, ladders, open trenches, scaffolding, and heights; exposure to various chemicals, fumes, odors, and gases; tripping hazards from site debris and unstable walking surfaces; unrestrained animals; contact with dissatisfied or verbally abusive individuals.