



## City of Mercer Island, Washington EMPLOYMENT OPPORTUNITY

**Recruitment No. 2019-04**

<b>POSITION:</b>	<b>Code Compliance Officer</b>
<b>POSTED:</b>	Monday, January 14, 2019
<b>CLOSES:</b>	Open Until Filled – First Review on Friday, January 25, 2019 at 5:00 pm
<b>DEPARTMENT:</b>	Community Planning and Development
<b>SALARY:</b>	\$34.80 to \$39.18 per hour DOE + Great Benefits – Full-time <b>(AFSCME Union Position)</b>

### **GENERAL RESPONSIBILITIES**

The Code Compliance Officer is responsible for investigating and ensuring compliance with City of Mercer Island codes and regulations regarding land use and development.

### **ESSENTIAL JOB FUNCTIONS**

- Responds to complaints and reports of possible violations of City codes regulating the development and use of lands within the City of Mercer Island.
- Conducts investigations of possible violations through site inspections, interviews and research to determine if a violation exists.
- Resolves code violations through a variety of means, including education, negotiation, referral to mediation and when necessary, issuance of Notice of Violation, civil infractions and the imposition of civil penalties.
- Communicates with members of the public, City staff, and others in a variety of formats and settings, to answer questions, educate, and provide or gather information about City codes and ordinances.
- Conducts site inspections to investigate complaints or violations, monitors construction sites for compliance with City codes and permit conditions and documents conditions through photography and note taking.
- Coordinates enforcement activities with other City departments and outside agencies on public and private property.
- Assists in establishing and writing proposed code amendments and policies/procedures to improve the administration of code compliance.
- Provides periodic reports of code compliance activity for the Community Planning and Development Department.
- Promotes efforts to inform the public of current code enforcement issues in order to minimize code violations by prevention and knowledge. Attends meetings of neighborhood groups to provide education and information about Code Enforcement in the City.
- Appears as witness for the City in legal actions when necessary.
- Participates in a variety of different work groups and associations to stay informed and up-to-date on code enforcement issues.
- Ability to drive a City vehicle, possess a current and valid Washington State driver's license and good driving record.
- Regular and predictable work attendance is required to fulfill the essential functions of the job.
- Other duties as assigned.

### **QUALIFICATION REQUIREMENTS**

- Two years of college or vocational training in planning, law or law enforcement, building construction or related fields is desirable.
- Experience working in a municipal environment and/or building trades/construction is desirable.

- Ability to work and communicate with the public, City staff, and other regulators, often under stressful or adversarial situations. Must have excellent communication skills to deal effectively with homeowners, contractors, and other development professionals.
- Knowledge of City codes and ordinances, building and fire codes, construction practices and current laws and regulations applicable to code enforcement.
- Ability to use, interpret and understand building plans, site plans and planning maps.
- Ability to organize and maintain extensive documentation and complete records.
- Ability to monitor, prioritize and maintain a heavy caseload of code enforcement activities.
- Ability to utilize and learn current office products and equipment, such as computer equipment and software, digital camera equipment, etc.
- Must have a record of good work attendance.
- Must have an ability to hear and speak clearly both in person and on the telephone.
- Ability to drive a City vehicle, possess a current and valid Washington State driver's license and good driving record. Evidence of a good driving record is a condition of employment and a complete driving abstract will be required.
- Completion of an I-9 Form documenting eligibility to work in the United States.
- Completion of a Nationwide and Washington State criminal history background check is required in order to determine any past conviction history of crimes against persons, sexual assault or exploitation, and sexual or physical abuse and must be able to pass a thorough background check as required by the Child/Adult Abuse Information Act.

## **TOOLS AND EQUIPMENT**

Various types of materials and equipment are used: basic hand tools, paper and electronic records, building plans and specifications, site, building and area maps, Geographical Information Systems (GIS), local, county, state and federal codes and ordinances, shoreline regulations, legal notices, land use planning documents, development standards, historical files, computers, and telecommunications systems. Future work practices may necessitate the use of different tools and equipment.

## **WORKING CONDITIONS and PHYSICAL ABILITIES**

Some work is performed indoors with prolonged sitting and fine manipulation skills required for computer use. Enforcement duties are performed outdoors and require combinations of standing and walking, with occasional lifting of up to 50 lbs. The environment is often stressful in trying to meet customer needs and/or issuing correction notices for non-compliance. There is some exposure to noise, fumes, odors, and dust as well as to poor ventilation, slippery work surfaces and the hazards related to water and/or electricity during inspections. Use of protective clothing such as hard hat, steel-toed boots, safety vest and rain gear may be required at times. Hand-eye coordination and fine manipulation skills are necessary to operate computers and various office machinery.

**TO APPLY:** Visit <https://apply.govjobstoday.com/> click on City of Mercer Island to apply online for this position. The City of Mercer Island is no longer accepting mailed hard copies, faxed, walk-in, or email submissions.

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*The City of Mercer Island promotes and supports workplace diversity and does not discriminate on the basis of race, color, gender, sexual orientation, gender identity or expression, religion, national origin, marital status, age, disability, veteran status, genetic information, or any other protected status.*

*Persons needing assistance in the application process may call the Human Resources Office, at (206)275-7794. ADA accommodations made upon request. All City of Mercer Island employment offers are contingent on the applicant meeting the requirements of the Immigration Reform and Control Act as set forth in EEOC Form 164 (EEO-9). This Act requires the City of Mercer Island to verify the identity of every new employee as well as their legal right to work in the United States. This verification requires you to complete the Government's Employment Eligibility Verification Form (I-9) and present the required documentation on the first day of employment.*

**City of Mercer Island; 9611 SE 36th Street; Mercer Island, WA 98040-3732 (206) 275-7600**

Telecommunications Device for the Deaf (425) 803-1751

