



**POSITION: Code Enforcement Officer - *TEMPORARY EMPLOYMENT UP TO 6 MONTHS***

**DEPARTMENT: Community Development**

**SALARY: \$27.99/hr**

### **THE JOB**

The Code Enforcement Section is a complaint-driven program focused on the firm but fair enforcement of the County's building codes, land use and zoning laws, Solid Waste Ordinance, and others. The purpose of the program is to provide code enforcement education, resolution and enforcement services, to those who live, work, visit, and do business in the County, so that they can experience a safe, healthy, livable and prosperous community.

### **Job Specific Duties**

- Responds in a courteous manner to public inquiries and complaints about building, zoning, land use, and nuisance code violations; determines whether properties are in compliance, and provides information to help property owners and occupants successfully correct any violations before enforcement action is necessary.
- Performs field inspections to identify code violations; assists citizens by explaining County codes, regulations and requirements, and offers advice on how to achieve compliance.
- Communicates with a diverse range of people many of who may be unfamiliar with the County's property maintenance standards and building and land use requirements
- Interviews complainants and witnesses.
- Prepares case documentation; detailed written reports, researches owner records, legal descriptions and approved uses of property.
- Takes photographs of violations and documents activities using a computer; effectively and accurately conveys observations to confirm alleged violations.
- Performs follow-up inspections and documentation.
- Enforcement could include issuing correction notices; stop work orders, citations, Notice and Orders, and lien letters.
- Coordinates and conducts field inspections with other departments and agencies to determine course of compliance action when multiple violations exist.
- Documents conversations with respondents, related actions and notices.
- Prepares required reports; presents reports and evidence at Hearings Examiner and court hearings.
- Meets with individuals and citizen groups to discuss code requirements, violations, and solutions to gain compliance.
- Fosters culture of community involvement and assistance within neighborhoods and organizations.
- Participates in the review and development of amendments to county codes, regulations, policies, and procedures governing the Code Enforcement program.
- Maintains assigned vehicle and equipment in clean and orderly condition.

## **QUALIFICATIONS**

- High school or vocational school graduation, or GED certificate.
- 2-3 years of full-time field experience in planning, zoning or building code enforcement, law enforcement, or Animal Control, including experience involving direct contact with the public in inspection or enforcement areas
- Applicants shall possess and maintain a valid motor vehicle operator's license
- Applicants must be able to pass a background check including fingerprinting

### **An ideal candidate will possess the following knowledge, skills and abilities:**

- Knowledge of operations, services, and activities of a code enforcement program
- Experience in technical inspection and code enforcement
- Knowledge of the County zoning and nuisance ordinances
- Ability to apply discretion, independent judgment, and organizational skills to a variety of situations
- Ability to elicit voluntary compliance with county codes and regulations
- Experience in case management
- Knowledge of methods and techniques of investigating property ownership
- Ability to write complete reports and produce other documentation of activities in a timely manner
- Knowledge of modern office technology
- Ability to communicate technical information and requirements in a courteous, clear and accurate fashion, both verbally and in writing
- Knowledge of pertinent state and local ordinances, regulations, and health codes
- Ability to use noise and light meters
- Ability to use conflict management and resolution techniques
- Ability to establish and maintain effective working relationships
- Proficiency using Microsoft Office Suite and case management software
- Field inspections require the physical ability to climb, hike, and walk in all types of terrain for some distance.
- Ability to safely operate an automobile

### **How to apply:**

*A resume and cover letter must be submitted as part of your application.*

**Please submit resume and cover letter to [resumes@piemanagement.com](mailto:resumes@piemanagement.com) OR apply in person at P.I.E. Management, LLC – 1220 Main Street, Suite 400, Vancouver, WA 98660**

### **Contacts:**

**Stacy Kendrick 360-215-7671 – [skendrick@piemanagement.com](mailto:skendrick@piemanagement.com)**

**Michael Namba 360-215-7671 – [mnamba@piemanagement.com](mailto:mnamba@piemanagement.com)**