

**CITY OF ABERDEEN  
POSITION CLASSIFICATION  
BUILDING & CODE COMPLIANCE OFFICER**

**Salary Range:** 21  
**Union Status:** Non-Union  
**FLSA Status:** Exempt  
**Date Adopted:** 09/2013

**Page 1 of 3**

---

---

**DEFINITION:** The Building & Code Compliance Officer acts as the Building Official in his or her absence, acts as the Building Inspector in his or her absence and assists with planning and organizing the activities of the department to enforce building, zoning, abatement, code enforcement and other city, state and federal regulations. May perform plan review, and on-site inspections to assure structures meet applicable codes; coordinates and enforces City codes relating to public nuisances and hazards.

**REPORTS TO:** Building & Code Compliance Director

**SUPERVISES:** May oversee temporary and/or part-time employees and lead the work of the Building Inspector.

**DISTINGUISHING CHARACTERISTICS:**

This classification works closely with the Building & Code Compliance Director and the Community Development Director to enforce building-related codes, ordinances and regulations. Increased skill and responsibility is required to oversee code compliance and the City building abatement program. Punctual, regular and reliable attendance is essential for successful job performance.

**ESSENTIAL JOB FUNCTIONS:**

Responsible for the administration of the City building abatement and code enforcement programs by coordinating and conducting inspections of existing buildings and notifying owners of substandard buildings. May direct necessary repairs and if necessary, institute abatement proceedings by declaring the building to be a public nuisance and directing demolition or repair of building.

Receives identified and suspected violation issues and complaints from the public and/or other City departments; independently responds to and investigates complaints and coordinates with other City officials where necessary. Issues compliance citations in appropriate situations under ordinance authority.

Enforces State RCW's and City ordinances pertaining to abandoned and hulk (junk) vehicles on City streets and right-of-ways.

**ESSENTIAL JOB FUNCTIONS: (Continued)**

Receives and investigates complaints of solid waste and utility violations; investigates theft of service accusations. Receives and coordinates hazardous material complaints with local agencies.

Determines and provides proper affidavits for administrative search warrants as needed; coordinates search warrants with Police and Fire and/or any other City agency directly involved with the specific violation.

Maintains computer listing and status report of violation/complaint issues including a chronological list of field and investigative actions taken relative to violation proceedings; prepares formal status reports.

Prepares written reports and conducts other research in conjunction with the City Attorney's Office for specific litigation actions.

Prepares accurate and comprehensive reports of a formal and legal nature; writes letters to code violators and property owners; responds to complainants regarding disposition of their complaint.

Assists customers in person and on the telephone by answering questions, receiving information and providing information as appropriate.

Performs the review of plans and specifications and on-site inspections to regulate design, construction, materials, use and occupancy, location and maintenance of structures within the City.

In the absence of the Director may act as Executive Secretary for the Building Code Commission (Board of Appeals).

**OTHER JOB FUNCTIONS:**

Participates in professional association functions.

Performs other related duties as required.

**WORK ENVIRONMENT AND EQUIPMENT USED:**

Work is performed outdoors about 40% of the time and indoors in an office setting approximately 60% of the time. Work outdoors may be performed in inclement weather at dirty, wet, noisy or cramped work sites and may be in hazardous areas including climbing on, under and around building structures, equipment and potentially dangerous tools, steep terrain and confined spaces.

Equipment used includes motor vehicle, digital camera equipment, copier, telephone, FAX, computer, copy machine, and other commonly used office equipment.

**DESIRABLE QUALIFICATIONS:**

**Knowledge of:** International Building Code, International Mechanical Code, Uniform Plumbing Code, International Residential Code, Aberdeen Municipal Code and RCW's. Knowledge of safe work practices and techniques for diffusing hostile situations.

**Ability to:** enforce ordinances and regulations firmly, tactfully and impartially; develop and recommend policies; communicate effectively with individuals and groups regarding complex or sensitive issues or regulations; establish and maintain effective working relations with City staff, outside agencies and the community; analyze and evaluate operations; and develop and implement corrective action to resolve problems.

**EDUCATION AND EXPERIENCE:**

Experience, education, or training which provides the level of knowledge, skill and ability equivalent to:

High school graduation or GED.

2 years college-level coursework with continuing education and workshops in civil or architectural engineering, building inspection, code compliance or related subjects.

4 years of progressively responsible professional experience in International Building, Energy, Mechanical, Plumbing, Accessibility codes and other Code enforcement.

**LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:**

- Valid Driver's License.
- International Conference of Building Officials certification as a Building Inspector is required. Additional certifications in Plan Review, Plumbing, Mechanical are desired.
- Washington State Code Enforcement Certification upon hire is desirable. Must have the ability to obtain within one year of employment.
- Ability to receive limited commission, as determined by the Police Chief, to write citations for enforcement of Municipal Code related violations.
- Bilingual is desirable