



JOB DESCRIPTION

<u>Job Title:</u>	Assistant Planner/ Code Enforcement Officer
<u>Department:</u>	Community Development
<u>Reports To:</u>	Principal Planner and Senior Planner
<u>Overtime Classification:</u>	Non-Exempt
<u>Date:</u>	Revised March 2018

Definition:

This position is split between Planning and Code Enforcement. Planning tasks will be assigned based on office work load and knowledge of the position. Perform a variety of activities that support a wide range of planning and code enforcement tasks.

Under the direction of the Senior Planner, review and take action for various code compliance activities to secure compliance with state laws, municipal codes, and accepted standards. Proactively identify and address code violations within City limits. Work may also involve assisting and coordinating compliance activities with other departments and outside agencies. Work is completed in both an office and field environment and may include exposure to health and environmental hazards. Position works closely with the public and may include interaction with impassioned citizens.

Under the direction of the Principal Planner, performs reviews of building permits, land use permits, and business license applications. Reviews or assists in the review of development proposals for conformance with codes, plans, and regulations. A significant amount of time will be devoted to administrative land use tasks, such as data entry, file management and legal noticing in association with land use applications. Position works closely with the public on a regular basis to provide customer service on land use and zoning inquiries.

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. Work is performed in accordance with deadlines and may require attendance at public meetings and hearings. Attendance at evening meetings may be required on as-needed basis. This is a full-time (40 hours per week) position, which is FLSA-covered and eligible for overtime compensation

Supervision:

Works under the general supervision of Senior Planner as it pertains to code enforcement. Works under the general supervision of the Principal Planner as it pertains to planning tasks.

Essential Job Functions: (Priority Duties/Code Enforcement)

- Work actively with applicants, the public, and other City staff on problem-solving and on finding creative solutions that are technically sound, and that respond to specific issues of a site and/or proposed projects.
- Prepare and deliver informational presentations on a variety of current planning or code enforcement issues.

- Investigate complaints of violations of City code, appropriate zoning ordinances, sign regulations, and related laws, or ordinances; issue courtesy notices or correction notices to ensure compliance; conduct follow-up investigations to ensure compliance with applicable codes and ordinances.
- Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of City zoning and related municipal codes and ordinances; interview complainants and witnesses; conduct investigations; and provide recommendations for resolution.
- On a regularly-scheduled basis as determined in conjunction with the supervisor, scan the community for potential code violations. Discuss potential violations with the Supervisor of Code Enforcement and perform necessary investigative research. Follow up with appropriate action on bona fide violations until violation is satisfactorily resolved.
- Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed information regarding code enforcement activity to substantiate violations, draw diagrams and illustrations and take photographs.
- Prepare a variety of written reports, memoranda, and correspondence related to enforcement activities.
- Resolve code violations by working with complainants and City staff, and recommending process and procedures to assure the resolution of code violation cases.
- Compose, edit and prepare a variety of written materials including reports, discussion papers, graphics, and other materials.

Essential Job Functions: (Priority Duties/Planning)

- Review projects, prepare decisions, and recommend modifications to building plans and land use applications within defined parameters and in collaboration with supervisors and peers.
- Conducts field evaluations and assessments related to the review of land use and development permits.
- Assists in resolving citizen and customer issues via the telephone, email, and in person at City Hall.
- May assist in researching, drafting, and rewriting municipal codes; participate in the development of forms and processes utilized to address various issues
- Provides information to the public regarding development regulations, land use and zoning information, and permit processes.
- Prepare or revise forms and handout materials. Assist with department webpage development.
- Assist other City staff on planning or development reporting requirements to state, county, and other agencies.
- Attends public meetings, assisting other planning staff as required on a limited basis.

Qualifications:**Knowledge of:**

- Planning principles, methods, and current practices.
- Laws, ordinances, and regulations relating to planning, development, and zoning processes.
- Customer service, problem-solving, and conflict resolution skills.
- Principles, methods, and practices of code enforcement and compliance.
- Compliance requirements of a variety of municipal codes, ordinances, and International Building Codes.
- Confidential record-keeping procedures and systems.
- Effective investigative techniques.
- Utilize Microsoft Office programs (Word, Excel, PowerPoint, Publisher, etc.), Adobe programs, and permitting programs and systems.
- Modern office procedures and equipment (personal computer, copier, camera, etc.)

Ability to:

- Coordinate project deadlines for completion within established parameters.
- Communicate effectively, both orally and in writing, in a persuasive, informative, and diplomatic manner.
- Interpret standard legal documents.
- Comprehend and apply technical information, and present technical data to the public, stakeholders, and permit applicants in a non-technical manner.
- Familiarize and learn PermitTrax (permitting software) and Bluebeam (project review software)
- Work independently, manage multiple projects, under pressure, with interruptions and challenging deadlines.
- Deal effectively with the public, and maintain effective working relationships with those contacted in the performance of required duties.
- Deal effectively and tactfully with irritated, upset, and angry persons.
- Work as a team member and promote a positive work environment.
- Prepare and deliver concise, well supported, and effective oral and written reports and presentations.
- Physical ability to perform essential job functions.

Education and Experience:

Education/Training: Any combination of training or college level (Associate and/or Bachelor) coursework in criminal justice, urban planning, geography, public administration, business administration, architecture, construction technology, building inspection or other related field. Education equivalent to completed certification with the American Association of Code Enforcement and/or the International Code Council.

Experience: One (1) year of responsible experience in municipal planning or profession with high level of public contact including some experience in dealing with the public in an enforcement, inspection, investigation, or customer service capacity. Experience that includes the enforcement of municipal codes including land use policy, and zoning implementation, site plan review, and permit processing is desirable.

Special Requirements:

- Possession of a valid Washington State driver's license, or the ability to obtain one within one month.
- The ability to obtain successful results from a nationwide criminal background check.
- Proper documentation to fulfill the requirements of the Immigration and Nationality Act within three (3) days of employment is a condition of employment with the City of Covington.

Physical Demands and Work Environment:

- **Constant Demands:** Sitting, talking, hearing, seeing. Subject to frequent interruptions.
- **Frequent Demands:** Standing, walking, carrying files and boxes, twisting above the waist and bending at waist, repetitive hand and arm motion, and fine finger manipulation in the use of a computer.
- **Occasional Demands:** Driving, lifting, climbing stairs and ladders, pushing/pulling, working at heights/balancing, crouching, kneeling, squatting, reaching below the knees, grasping, foot controls.
- **Environmental Factors:** Office environment with low noise levels; major portion of employee's time spent indoors.