



CITY OF BELLEVUE

## Code Compliance Officer

Bargaining Unit: Non-Affiliated, Unrepresented

Class Code:  
JNG301

### SALARY RANGE

\$31.28 - \$43.16 Hourly  
 \$5,421.96 - \$7,481.60 Monthly  
 \$65,063.52 - \$89,779.20 Annually

### FLSA:

Non-Exempt

### JOB SUMMARY:

Performs a variety of routine and complex work in the interpretation and enforcement of adopted codes and related rules and regulations.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Periodically patrols or inspects an assigned area to monitor for violations of local codes.
- Responds to complaints of potential code violations relating to signing, building occupancy, nuisances, hazardous sidewalks, housing conditions, construction, land use, zoning, animals, noise, dumping, clearing, grading, filling, polluting, or other code related matters.
- Conducts field investigations of potential violations; gathers evidence; questions or interrogates complainants, witnesses and suspects; compares facts to code requirements; makes findings; issues warnings, correction notices, or citations.
- Meets with owners, tenants, contractors, developers, businesses, etc. to review and explain code requirements and violations or potential violations; secures code compliance.
- Drafts and distributes a variety of correspondence, memoranda, notices, flyers, brochures, media releases, and reports relating to code enforcement issues and actions.
- Provides information to people who request information or assistance in code enforcement related matters.
- Maintains a variety of logs and records related to inspection and enforcement activities; prepares recommendations for amendments and additions to codes or regulations.
- Coordinates efforts with the Police, Planning, Building and related departments, the prosecuting attorney, and other staff or agencies, as needed.
- Works with police and prosecutors to obtain written or tape- recorded statements, depositions, or admissions as needed.
- Reviews cases being prepared for trial with emphasis on the evidentiary and legal issues crucial to successful prosecution. Prepares detailed reports of activities and investigations made; consults with prosecutors and prepares case reports for court action; testifies in court.
- Assists in obtaining, enhancing, preparing, or presenting exhibits or other evidence in court as required.

Supervision Received and Exercised:

- Works under the general supervision of the Code Compliance Supervisor.
- No formal supervisory responsibilities. May train and direct the work of other Code Compliance Officers.

### KNOWLEDGE, SKILLS, AND ABILITIES:

- Some knowledge of code enforcement principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to various land use, nuisance and public safety codes; working knowledge of inspection techniques;
- Ability to prepare, organize and maintain inspection field data, reports, and systems; Ability to analyze complex situations, problems, and data, and use sound judgment in drawing conclusions and making decisions; Ability to comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely, and legibly; Ability to testify in court in an objective, concise, and professional manner; Ability to produce or obtain reports, graphs, charts, photographs, evidence, or exhibits; Ability to

communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with citizens, employees, supervisors, and the general public; Ability to follow verbal and written instructions; Ability to handle stressful situations and effectively deal with difficult or angry people.

**EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS:**

- Graduation from an accredited four-year college or university.
- Three or more year of professional related experience in code enforcement, inspection, or other related field.
- Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.
- Code Enforcement Officer, Zoning Inspector, and Housing Inspector certifications preferred.

**PHYSICAL DEMANDS:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms.
- Vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee may be required to push, pull, lift, and/or carry up to 40 pounds.
- The noise level in the work environment is usually moderately quiet while in the office and moderately loud when in the field.
- Work may routinely require the employee to climb, balance, bend, stoop, kneel, crouch, and/or crawl.
- The employee may be required to work in outside weather conditions, in wet and/or humid conditions, in high, precarious places, near moving mechanical parts, near fumes, airborne particles, and/or toxic or caustic chemicals, or near risk of electrical shock and/or vibration.

**CLASSIFICATION DETAILS:**

Established Date: January 1, 2001

Revised Date:

Pay Plan Range: G24

EEO Code: Technicians

Department(s): Development Services

Job Family: Inspection/Code Enforcement

This class specification describes the general nature of the work performed; representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, and skills required of the job.