

## CITY OF BURIEN, WASHINGTON

### JOB DESCRIPTION

**Title:** Code Compliance Officer  
**FLSA Status:** Non-Exempt  
**Salary Grade:** 530

**Dept.:** Legal  
**Reports to:** City Attorney

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

#### **General Position Summary**

The Code Compliance Officer enforces municipal, state, and federal laws and regulations related to structural conditions, municipal land use, zoning, property maintenance, sanitation and health, building engineering and safety, business and other special licenses, downtown parking and nuisance abatement. The Code Compliance Officer also prepares nuisance abatement cases for prosecution by the City Attorney.

#### **Essential Functions**

- Receives, investigates, researches, and resolves questions, complaints, violations and issues concerning city codes related to zoning and other land use issues.
- Inspects single family homes, apartment buildings, businesses and vacant lots; ensures compliance with applicable building, zoning, and nuisance codes, ordinances and regulations.
- Inspects property for abandoned or inoperative vehicles on private property; issues notices for vehicle abatement if necessary; oversees abatement and removal of vehicles.
- Photographs nuisance sites and prepares notices and orders.
- Coordinates and tracks all cases through the District and Superior Court system.
- Posts Notice and Orders on properties and may serve individuals with legal notices.
- Testifies in court and at administrative proceedings as necessary.
- Coordinates the salvage contractor bidding and contract process. Oversees and photographs the clean up of properties.
- Prepares and maintains case records.
- Prepares weekly, monthly and quarterly reports for all nuisance related activities.
- Works closely with staff to assure continuity and efficient processing of zoning code enforcement, sign code enforcement, rights of way violation enforcement and nuisance abatement enforcement.
- Performs other duties as assigned.

#### **Secondary Functions**

- Enforces downtown parking restrictions.
- Inspects business premises and enforces city requirements related to obtaining business licenses and other special licenses (such as secondhand dealers, amusement devices and junk dealers).

#### **Job Scope**

Position is subject to a wide diversity of work situations with a moderate degree of complexity. Incumbent operates from established and well known procedures independently with minimal supervision and contributes to the development of new concepts.

#### **Interpersonal Contacts**

Contacts are made with others both inside and outside the organization. Contact with the public may be face to face, on the phone, or through correspondence.

## **Specific Job Skills**

### **Knowledge of**

- Applicable federal, state and local laws, codes, ordinances, regulations, policies and procedures related to code enforcement.
- Principles, techniques and procedures of a code enforcement program.
- Constitutional law as it pertains to public hearing procedures for appeals, public notifications, vacation of private property and eviction notification, civil and criminal legal processes, private property rights and public rights to police protection.
- Investigative and research techniques, rights of entry regulations and other legal procedures for nuisance abatement processes.
- Conflict resolution methods and techniques.
- City layout and boundaries.
- MS Word for Windows, Excel and Access, as well as data base, permit tracking system and spreadsheet capabilities for personal computers.

### **Ability to**

- Communicate effectively in writing and to compose correspondence and reports.
- Work with difficult individuals regarding challenging situations.
- Interpret and enforce applicable city, state and federal codes, ordinances and regulations related to construction, zoning, and nuisance issues.
- Perform a variety of inspections of construction sites, installation methods and materials to assure compliance with federal, state and city codes and ordinances, as well as national and state safety standards.
- Establish and accurately maintain a filing system.
- Work with and communicate effectively with the public, contractors, developers, other agencies and co-workers with courtesy, fairness, poise, and tact, including dealing with situations which could be emotionally charged or controversial in nature.
- Explain self and ensure message is easily understood and to close all contacts courteously and appropriately.
- Work efficiently in a fast-paced work environment subject to frequent interruptions.
- Meet deadlines.
- Operate a camera and video equipment.
- Learn and apply technical information and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.
- Operate a variety of office equipment, including a personal computer, word processor, and copier.
- Work independently and as a part of a team.

### **Mental Activities**

Position requires continuous teamwork, customer service, independent judgment and/or action, and ability to read, speak, write, and understand English; frequent decision making, interpersonal skills, use of discretion, and negotiation; occasional creativity, problem analysis, and performance of basic math; and rare mentoring and presentations/teaching.

### **Physical Activities**

Position requires continuous sitting, reaching, talking, hearing, and repetitive motions of hands and wrists; frequent stooping; occasional standing, walking, repetitive motions of feet, feeling, kneeling, climbing, handling, and bending; rare crawling and fingering. Incumbent must be able to push, pull, lift, and carry five pounds.

### **Education and/or Experience**

Two years of college or technical school including courses in construction technology, building inspection technology, building department law and administration, land use regulations, or related areas, plus three years of experience as a building inspector, code analyst, construction manager, land use specialist, law enforcement officer or related field **OR** an equivalent combination of education and experience.

### **Special Requirements**

- Successful completion of pre-employment background check.
- Valid Washington State driver's license with satisfactory driving record.
- Certification as Certified Code Enforcement Administrator within six months of appointment.

### **Job Conditions**

#### Environment

Work is primarily performed in an office which is busy, oriented to public service and subject to constant work interruptions. The noise level in the office is moderate. Position occasionally requires outdoor work, subject to driving a vehicle to conduct work. Outdoor environment can include uneven and unstable walking surfaces, tripping hazards, and inclement weather conditions.

#### Hazards

Working on or around heavy equipment, ladders, open trenches, scaffolding and heights; exposure to various chemicals, fumes, odors and gases; tripping hazards from construction site debris and unstable walking surfaces; unrestrained animals; contact with dissatisfied or abusive individuals.

Adopted – 1/22/08  
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