

**CODE ENFORCEMENT OFFICER****Opening Date:** January 23, 2017**Salary Range:** \$ 3953-5046/month**Closing Date:** February 28, 2017**NATURE OF POSITION**

Perform activities related to the administration and implementation of the City's Code Enforcement Program. Manage field investigations involving violations of the Municipal Code. Collaborate with residents of a diverse bilingual population to achieve voluntary compliance with Municipal Codes. When necessary, work with the City Attorney to prepare reports for the issue of uniform infraction citations; serve as the City's representative in District Court, Superior Court and before the hearings examiner regarding code enforcement issues.

**SUPERVISION RECEIVED**

General direction and oversight is provided by the assigned Police Department Sergeant.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Employees of the City of Walla Walla are expected to model and foster the City's core values:  
**Customer Focus - Excellence – Stewardship - Communication - Leadership - Integrity**
2. Employees of the Police Department are expected to model and foster the Department's core values:  
**Service – Pride – Integrity and Return with Honor in all endeavors.**
3. Assist in the development of goals for Code Enforcement Programs that reflect an awareness of private property rights and evaluate effectiveness of work program to accomplish these goals.
4. Receive complaints and prioritize magnitude of issues; log in and track complaints on computer; research and make determination of appropriate codes to address complaint; prepare appropriate compliance letters; work closely with a diverse and bilingual citizen population to achieve voluntary compliance whenever possible, following due process procedures; and perform follow up inspections.
5. Work with Patrol Officers to develop plans to assist in dealing with code issues at problem houses, businesses and other locations.
6. Promote, organize and assist neighborhood groups to form cooperative self-help clean-up projects and programs.
7. Assist in the construction and operation of a multiple step compliance program including verbal interaction, written notices and infraction citations.
8. Communicate regularly and work closely with related departments to determine appropriate responsibility for complaints.
9. Maintain computerized records and establish sufficient background information to proceed with legal action if necessary.
10. Send reports to the City Attorney or Hearings Examiner for the issuing of infraction citation and complaints, prepare documentation and evidence to support charge in District Court. Act as the City's representative in code enforcement cases in which citations are not issued. Assist City Attorney in preparing cases where an attorney is representing defendants.
11. Knowledge of local, state, federal rules and regulations; including individual constitutional rights, to effectively and accurately conduct investigations, relay information to citizens and to limit the City's liability in certain issues.
12. Operate and maintain portable surveillance equipment to monitor problem areas for graffiti and illegal dumping.

13. Work with Special Teams Unit to document, log and abate graffiti incidents in accordance with City's Graffiti Abatement Program.
14. Prepare and give presentations at public meetings such as Block Watch, Citizens Academy and City Council.
15. Post properties as uninhabitable when sanitation, life, safety or other appropriate code violations are present that warrant such action.

### **OTHER JOB FUNCTIONS**

1. Demonstrate punctual, regular and reliable attendance, which is essential for successful job performance.
2. Present a positive, professional image; maintain cooperative and effective working relationships; assure excellent customer service with internal and external customers.
3. Execute assignments, projects and job responsibilities efficiently and within defined timeframes; work independently and effectively with little direction.
4. Demonstrate good judgment and employ critical thinking to execute duties, identify issues, seek solutions and recommend improvements in support of departmental goals.
5. Provide assistance to staff and higher-level management; participate in resolving operational or interpersonal concerns; participate in training, meetings, and on committees as assigned.
6. Respect the value of diversity in the workplace and the community.
7. Perform other duties as assigned.
8. Assist with and process abandoned vehicles.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Principles and practices of land use regulation, nuisance codes and health and safety standards, particularly in the area of enforcement.
- Inspection, enforcement and research methods, procedures and techniques.
- Industry standard computerized enforcement tracking programs/software.
- Oral and written communication skills, including correct English usage, grammar, spelling, punctuation and vocabulary.
- Plan, organize, coordinate and perform field inspections.
- Ensure compliance with Municipal Code and City ordinances.
- Work and communicate effectively with citizens, public officials and co-workers.
- Resolve conflicts in a positive manner.
- Read, interpret, apply and explain rules, regulations, policies, procedures and codes.
- Organize and maintain accurate computerized and hardcopy records.
- Photograph enforcement sites.
- Prepare clear and concise correspondence and written materials.
- Prioritize and schedule work to meet schedules and time lines.
- Analyze situations accurately; diffuse tense situations; adopt an effective course of action.

### **TOOLS AND EQUIPMENT USED**

Graffiti abatement equipment; hand and power tools; computers and related software; camera equipment.

### **PHYSICAL DEMANDS**

Sitting and standing for extended periods of time; seeing, hearing and speaking to exchange information; repetitive hand movements; intermittently stand, walk, kneel down, stoop, bend at the waist and lift up to 20 pounds. Walking at site inspections; seeing to perform inspections; hearing and

speaking to exchange information; walk for extended periods; lift, stoop and carry objects.

**WORK ENVIRONMENT**

Indoor and outdoor work environment; seasonal heat and cold or adverse weather conditions; driving a vehicle to conduct work: exposure to various chemicals fumes, odors, or gases; working on ladders; heights; inspecting dangerous, substandard properties with unknown hazards; encounters with dissatisfied customers; critical situations.

**REQUIRED MINIMUM QUALIFICATIONS**

High School graduate or equivalent supplemented with college-level training in planning, code enforcement, communications, public administration, or community development and one year of code enforcement experience. Associate Degree and one year of code enforcement experience preferred. Valid State driver's license and proof of good driving record. Must obtain certification as Certified Code Enforcement Officer within one year of appointment.

Consideration may be given to an equivalent combination of education and experience that would provide the necessary knowledge, skills, and abilities to successfully perform the essential functions of the job. Must be computer literate and possess strong customer service skills.

**DESIRED QUALIFICATIONS**

Prior public contact/public relations experience. Bilingual in Spanish.

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**APPLICATION AND SELECTION PROCEDURE:**

A completed City application and resume are required to apply. Applications are available on the Human Resources page of the City of Walla Walla website: [wallawallawa.gov](http://wallawallawa.gov).

Candidate applications will be reviewed for minimum qualifications and then scored based upon an established matrix of previous employment/work experience and formal education. The **top 10** applicants will be invited to continue in the selection process which will consist of an oral panel interview and a written assignment. Testing dates are scheduled for March 29-31, 2017. Prior to hiring, candidates will be subject to an extensive background and reference check. Incumbents will serve a six-month trial service period.

**CITY OF WALLA WALLA-HR****15 N. Third Avenue****Walla Walla, WA 99362**Email to [hr@wallawallawa.gov](mailto:hr@wallawallawa.gov) or faxed to (509) 524-7935.

**REASONABLE ACCOMMODATION:** The City of Walla Walla will provide reasonable accommodation to disabled applicants if requested. Please notify the Human Resources office at least 5 days prior to the need.

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***NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.***

**EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT EMPLOYER****THE CITY OF WALLA WALLA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, GENDER, SEXUAL ORIENTATION, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.****MINORITIES AND WOMEN ARE ENCOURAGED TO APPLY.**