



CODE COMPLIANCE SPECIALIST JOB DESCRIPTION

Job Title: Code Compliance Specialist

Job Code: HS300

Pay Grade: 121

Effective Date: October 2007

FLSA: Non-Exempt

Revision Date: September 2024

NATURE OF WORK

Under general supervision, performs field inspections and investigations to enforce State and County codes and ordinances relating to public health and safety issues and public nuisances; investigates complaints and issues citations for code violations within scope of authority.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs a variety of field and office work in support of the County's code enforcement program; enforces County codes including those pertaining to hulk vehicle abatement, nuisance abatement, land use, as well as other compliance violations.
- Receives, processes, and investigates complaints from citizens, other agencies, and other County departments.
- Initiates investigation and performs analysis based upon preliminary information; compares facts to code requirements.
- Consults with subject matter experts and conducts field investigations to determine whether violations have occurred.
- Contacts individuals including complainant, witnesses, and person who is the subject of the complaint to gather additional information, discuss violations, and provide education and alternatives for resolving compliance issues.
- Issues warnings and correction notices within scope of authority; issues citations in response to clear violation of County codes and state regulations; documents each citation presented to owners and agents.
- Drafts affidavits, search warrants, and impound warrants as needed specific to the Lewis County Code or sections of the Revised Code of Washington.
- Prepares evidence in support of legal actions taken by the County.
- Appears in court and provides testimony on behalf of the County.
- Coordinates efforts with law enforcement, courts, and other municipal, county, and state departments and agencies as needed.
- Conducts follow-up inspections and verifies compliance.
- Maintains 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; completes required project documentation, daily logs, and reports.
- Prepares written reports, memos, and correspondence related to enforcement activities.
- Provides referral to supervisor when issues arise which are beyond the skill or scope of the Specialist.
- Reviews applications, educates, inspects, and enforces codes pertaining to dog kennel facilities within the County.
- Participates in the development of forms and processes utilized to address various issues as well as in the process to revise County codes.
- Performs other duties as required and assigned.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in office and outdoor environments. Employee will be exposed to slippery or wet, muddy, rocky, and uneven surfaces; extreme temperatures and weather; Moderate physical demands may require frequent sitting, standing, walking, kneeling, bending, climbing, and lifting up to fifty (50) pounds.

EMPLOYMENT STANDARDS:

High School diploma or GED equivalent, AND two (2) year's work experience in code enforcement or investigations.

Capable of holding a Special Commission issued by the Sheriff of Lewis County.

Must possess a valid driver's license.

Pepper spray certification, baton tactics certification, and other specific technical training and certifications may be required.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Applicable federal, state, county, and city codes, laws, statutes, and ordinances.
- Principles and practices of code enforcement, investigation, and inspection.
- Techniques of investigating, inspecting, and resolving code compliance issues.
- Principles of record keeping and records management.
- Customer service and public relations methods and practices.

Skills in:

- Reading, understanding, interpreting and applying relevant federal, state, county, and city statutes, codes, rules, and regulations.
- Maintaining accurate records.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers.
- Using tact and diplomacy to investigate customer complaints.
- Communicating professionally and effectively both verbally and in writing.