



# Employment Opportunity

Kittitas County, Washington

**POSTED: 11/1/2018**

**CLOSES: 11/15/2018**

## CODE ENFORCEMENT OFFICER

The current vacancy in Community Development Services is a full-time, benefited, non-union, non-exempt position expected to begin as soon as possible. Anyone who meets the qualifications stated below may apply. This position will close on 11/15/2018.

**SALARY RANGE:** \$4,384- \$5,900 per month.

### ESSENTIAL FUNCTIONS

#### Enforcement of various Kittitas County, State and Federal codes

- Respond to and investigate complaints of potential code violations; analyze evidence and code requirements; contact individuals to discuss violations and alternatives for resolution; interview complainants, witnesses, and violators.
- Coordinate with other County departments and outside agencies as appropriate; work with Planning Building, Fire Marshal, Public Works, and Public Health staff when needed to gain compliance with applicable codes.
- Conduct on-site inspections to ensure compliance with applicable zoning, building, fire, health, and other local, state, and federal codes and ordinances; create and maintain comprehensive records of inspections and investigations, including photographs, emails and written correspondence; conduct follow-up inspections and verify compliance.
- As necessary, issues Stop Work orders, Notices of Violation and Abatement, and Notices of Infractor on behalf of the County.
- Prepare documentation, present evidence, provide testimony, and recommend dispositions to the court as required; work with the Prosecutor's Office to resolve non-compliance, challenging cases, and litigation,
- Serve as a resource for County staff and residents regarding code requirements.
- Prepare correspondence relating to the status of code enforcement activities.
- Create and maintain all records per department requirements and in accordance with the Washington Secretary of State's Records Retention Schedule.

### OTHER FUNCTIONS

- Conduct annual Fire & Life Safety inspections on an as-needed basis.
- Participate in agency and/or community meetings and provide public education when requested.

*This job description is a summary of the primary functions and expectations for this position. Additional department-related duties may be assigned as required.*

Kittitas County is an Equal Opportunity Employer

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## **MINIMUM QUALIFICATIONS**

- High School diploma or GED.
- A minimum of one (1) year experience in planning, zoning, or building code enforcement.
- An equivalent combination of education and experience which provides the knowledge, skills and abilities necessary to perform the work required may substitute for the minimum qualifications above.
- Valid Washington State driver's license.
- A criminal history and background check will be performed on qualified candidates. Convictions may preclude candidates from employment in some circumstances. Factors such as relativity to the position, age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

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

- Proficient with computers, to include Microsoft Office Suite, and possess the ability to learn and utilize other programs specific to the department and/or County quickly.
- Knowledge of ordinances and regulations related to zoning, noise, building, health, fire safety, shorelines and critical areas.
- Knowledge of legal process for enforcement of codes.
- Knowledge of conflict management and conflict resolution techniques; must be able to respond to angry or emotional property owners with a calm demeanor.
- Ability to communicate technical information and requirements to a diverse audience clarity and accuracy verbally and in writing; respond to common inquiries or complaints from customers, regulatory agencies, etc. in a courteous and professional manner.
- Ability to maintain effective working relationships with County employees, outside agencies, and the general public.
- Ability to produce accurate work and positive outcomes through discretion, good judgment, and strong organizational skills.
- Ability to multi-task and prioritize tasks in busy work environment.
- Ability to obtain voluntary compliance with County codes and regulations.
- Effectively complete the essential job functions independently as well as being able to actively engage in a team environment.

## **WORKING CONDITIONS**

Work is performed in the Community Development Services office, with a significant amount of time spent driving to various locations in the County to conduct inspections and investigations. Occasional appearances in court are also required. The position requires the ability to sit for extended periods of time, stand, walk, ascend/descend stairs or small ladders/stepstools, stoop, kneel, crouch, twist, grasp, and reach with arms and legs. Must have ability to lift, push, pull, or carry up to 25 lbs. and occasionally higher with assistance. Must be able to read printed materials and a computer screen, and have sufficient hearing and speech to communicate clearly via telephone and in person. Occasional exposure to angry or emotional property owners is expected. Safety policies and procedures must be adhered to at all times, including proper lifting/carrying techniques.

Standard work hours are Monday-Friday, 8 AM – 5 PM; however, occasional evening/weekend work may be required. Regular attendance and punctuality are mandatory. Frequent travel will be necessary to conduct the essential functions of the position, with period travel outside the County for meetings and/or training opportunities. Must be able to safely operate a motor vehicle in varied weather

conditions and all levels of daylight, both in town and in remote locations.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### **APPLICATION PROCESS**

Applicants must apply online using the electronic recruitment portal. The following items are required:

1. Kittitas County Employment Application
2. Resume
3. Letter of Interest
4. Three Professional References and Three Personal References