

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **CODE ENFORCEMENT OFFICER, SR**

Spec No. 3197

### **BASIC FUNCTION**

To serve as the technical lead officer in the enforcement of the provisions of the county's code enforcement program. The position is responsible to ensure compliance to the following land use ordinances including, but not limited to, zoning, subdivision, mobile home, building, fire, shoreline management, drainage, grading, flood hazard, and right of way codes.

When working in the Solid Waste Division, this position will ensure compliance with Chapters 7.35 and 7.41 of the Snohomish County Code as it relates to solid waste disposal.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Serves as a lead worker for code enforcement operations, provides technical assistance and training opportunities to staff; acts as a mentor to staff and provides advice and assistance to staff to resolve complex code enforcement problems; provides interpretations relating to enforcement procedures; coordinates work assignments.
2. Conducts site evaluations and fact findings for land use complaints; determines validity of complaints by evaluating compliance with all appropriate codes.
3. Develops case documentation; researches records to determine property ownership, permit and zoning history, legal descriptions, and pertinent administrative and hearing examiner decisions and case law; establishes pictorial evidence to confirm violations and compliance requirements; prepares written reports.
4. Provides information and guidance regarding land use processes; provides technical information regarding code enforcement procedures; advises the public of violations and compliance requirements.
5. Acts as senior technical advisor on code enforcement issues.
6. Develops, recommends and implements procedural changes and systems for use by peers in the work unit.
7. Issues written and verbal notices of violations; posts corrective notices; issues and serves notices and orders; serves warrants for court appearance and enforce court orders; secures law enforcement assistance as needed.
8. Presents reports, evidence, and testimony on behalf of the department at public forums, council hearings, appeal hearings and Superior Court.
9. Directs prosecuting attorneys office as to case pursuit and penalty assessment; provides case updates, coordinates activities of violator until case resolution is achieved.
10. Represents county in meetings over violation corrections; attends public hearings.

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11. Conducts noise investigations; monitors noise utilizing noise monitoring equipment; issues civil citations as necessary.

### STATEMENT OF ESSENTIAL JOB DUTIES (continued)

12. Develops and maintains professional working relationships with local agencies, the development community, private consultants, citizen groups, community service organizations and county staff.

13. Recommends policies, procedures and performance standards to ensure efficient and effective code enforcement activities in compliance with county goals, objectives and guidelines. Identifies operational problems and suggests solutions.

14. Assists the Code Enforcement Supervisor in developing organizational goals and programs.

### STATEMENT OF OTHER JOB DUTIES

15. Attends professional seminars, training and meetings as required.

16. Performs related duties as required.

### MINIMUM QUALIFICATIONS

A Bachelor's degree in planning or related field and six (6) years of land use, civil or criminal investigation experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### SPECIAL REQUIREMENTS

A valid State of Washington Driver's License is required for employment.

Obtains AACE Certification as a Code Enforcement Officer within one year of hire.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- county and state land use codes, critical areas, state forest practices, and clean water laws, regulations, and standards;
- construction materials, methods and stages of construction;
- investigative methods and techniques;
- real estate and land use records research;

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- administrative and courtroom procedures;
- conflict management and effective communications.
- supervisory principals and practices.

Ability to:

- enforce laws, codes, ordinances and regulations with firmness, tact and equity;
- independently identify and define related deficiencies or hazards and recommend effective remedial measures;
- maintain necessary records and prepare required reports;
- maintain confidentiality and exercise independent judgment in transmitting information;
- establish and maintain effective work relationships with superiors, peers, associates and the general public;
- communicate clearly and effectively both orally and in writing;
- make decisions under pressure;
- read, interpret and apply adopted rules, regulations, laws and procedures;
- plan, assign and coordinate the work of assigned staff.
- analyze and interpret complex code enforcement issues and adopt an effective course of action.
- explain complex codes and regulations to the public, professionals and other agencies.
- establish and maintain effective working relationships with other employees, departments, other agencies and the public.
- utilize a variety of tools and equipment related to the code enforcement investigation including digital cameras, noise meters, cell phones, computer, software and office machines.

#### SUPERVISION

Employees receive general supervision from the Code Enforcement Supervisor. Assignments are made by indicating generally what is to be done, the quantity of work expected and any deadlines which are to be met. The employee plans and carries out successive steps and resolves problems in accordance with instructions, policies and accepted practices. The work is reviewed by evaluation of results obtained.

#### WORKING CONDITIONS

The work is performed both indoors in an office environment and outdoors in all types of weather at work sites throughout the county. May be exposed to physical hazards from obstacles, unstable structures, infectious waste, debris, noxious fumes, toxic chemicals, automobile traffic, drugs and drug paraphernalia, angry citizens, or persons involved in criminal activity while conducting inspections.

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Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: January 1997  
Revised: May 2005, May 2007, January 2015  
EEO Category: 2 - Professionals  
Pay Grade: 241 – Classified Pay Plan  
Workers Comp: 1501 Hazardous