

SNOHOMISH COUNTY JOB DESCRIPTION

CODE ENFORCEMENT OFFICER

Spec. No. 3016

BASIC FUNCTION

To enforce the provisions of the county land-use, conditional use, critical area, forest practices, and clean water codes, and work with violators through legal processes to achieve compliance with county codes.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Conducts site inspections and fact finding for land use, conditional use, critical area, forest practice and clean water complaints. Determines validity of complaint by evaluating compliance with all appropriate codes.
2. Conducts noise investigations; monitors noise utilizing noise monitory equipment; issues civil citations as necessary.
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, critical area, forest practice and clean water processes; provides technical information regarding code enforcement procedures; advises the public of violations and compliance requirements.
5. Issues reports, evidence and testimony on behalf of the department at public forums, council hearings, appeal hearings and Superior Court.
6. Prepares and presents reports motions and requests for admission of evidence, and gives testimony on behalf of the department at public forums, council hearings, appeal hearings, District and Superior court.
7. Assists and advises Prosecuting Attorney's Office regarding case pursuit and penalty assessment; provides case updates; coordinates activities of violator until case resolution is achieved.
8. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in planning, social science or related field; PLUS, three (3) years planning, civil or criminal investigation or related field; OR, any equivalent combination of training and/or experience that provides the required knowledge and skill. Must pass job related tests.

PREFERRED QUALIFICATIONS

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An AACE Code Enforcement Officer Certification preferred.

SPECIAL REQUIREMENTS

A valid State of Washington Drivers License is required for employment.

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
- administrative and courtroom procedures

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
- establish and maintain effective work relationships with superiors, peers, associates and the general public
- communicate effectively both orally and in writing
- make decisions under pressure
- read, interpret and apply adopted rules, regulations, laws and procedures
- learn Snohomish County zoning, building, platting, shoreline, and grading codes
- use personal computer equipment and software

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.

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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: December 1984 As Code Enforcement Officer I

Revised: May 1989, June 1998, May 2005

EEO Category: 2 - Professionals

Paygrade: 240 – Classified Pay Plan

Workers Comp: 1501 Hazardous