

City of Medical Lake



Job Description

Job Title: Code Enforcement Officer

Department: Planning & Building

Reports To: City Administrator

Effective Date: 12/20/22

Pay Range: \$20.63 - \$28.12 per hour

Part Time: 24 hours per week

Major Function and Purpose

This position is appointed by the Mayor and reports to the City Administrator. The Code Enforcement Officer administrates and enforces all codes in the Medical Lake Municipal Code (MLMC) as well as the Revised Codes of Washington and the Washington Administrative Codes that provide for civil enforcement. He/She will frequently work unsupervised and needs to make discretionary decisions, as well as having daily public contacts requiring tact and professionalism.

Essential Functions

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor.

- Conducts field investigations and property inspections to identify code violations; assists citizens by explaining City, County, and State Codes, regulations, and requirements.
- Performs investigations for possible violations; photographs evidence; contacts responsible persons, landlords or tenants, and performs follow-up investigations to ensure that remedial action has been taken; develops and maintains accurate case files.
- Presents a variety of information and statistics in the form of written, graphic, or oral reports for use by elected and appointed officials, special committees, or community organizations involved in code enforcement matters.
- Responds to public inquiries and public nuisance abatement complaints and answers questions related to City code enforcement activities by

researching, interpreting, and explaining policies and regulations; analyzes, recommends, and communicates appropriate solutions to problems; addresses customer complaints and schedules site visits.

- Deals effectively, courteously, and productively with angry and upset customers.
- Works closely with homeowners, landlords, tenants, businesses, and community groups to grow strong neighborhoods through public relations, education, and code enforcement activities.
- Coordinates inspections and dispositions of cases with various City departments.
- Maintains integrity of work by taking responsibility and accountability for completion of work, customer interactions, and by maintaining punctuality and attendance at work.
- Acts as a representative of the City by representing the City in community and official meetings with other City departments, organizations and professional groups on code enforcement matters.
- May perform other work as assigned.

Knowledge, Skills and Abilities

While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Must have good working knowledge of basic communication and life skills normally acquired through the completion of a high school diploma and two years of public contact work experience.
- Must have a high degree of organizational ability, flexibility and public service ability, including effective communications with the public and department heads.
- Ability to obtain and maintain a valid Washington State Driver's license.
- Must have excellent service skills.
- Must be capable of meeting the requirements to hold a special commission with a law enforcement agency that may include a law enforcement background check.
- Must be able to testify and present evidence in Court.

Working Conditions and Physical Abilities

The work environment and characteristics described here are representatives of those an employee encounters while performing the essential functions of this job. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Some work is performed indoors with prolonged sitting. Inspections and investigations are performed outdoors and require combinations of standing, walking, kneeling, and crawling, reaching, climbing and occasional lifting of 10 – 20 pounds. The environment is sometimes stressful in trying to meet customer needs and/or issuing Notices of Violations. Hand-eye coordination and fine manipulation skills are necessary to operate computers and other office machinery. Must have an ability to hear and speak clearly both in person and on the phone

Contacts and Relationships

The Code Enforcement Officer will have daily contact with employees of the City and with the citizens of the community. In addition, he/she will be expected to present him/herself in a manner creditable to the City in all contacts with any individual, agency, or jurisdiction.

Experience and Training

Any combination of experience and training that provides the desired skills, knowledge and abilities.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and requirements of the job change. This job description should not be construed to imply that these requirements are the exclusive standards of the position. The duties listed above are intended only as illustrations of the various types of work that may be performed. Incumbents will follow any other instructions, and perform any other related duties, as may be lawfully required by their supervisor.

Signature

Date