



CODE ENFORCEMENT OFFICER, LEAD

Department: Planning and Public Work

Job Class: 700400

Pay Range: Professional 08

FLSA: Non-Exempt

Represented: Yes

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed.

GENERAL FUNCTION: This is technical inspection work determining compliance with Pierce County codes and regulations for the Planning and Public Works Department. Incumbents assign and review work, provide guidance and technical assistance to Code Enforcement Officers and clerical staff. The Code Enforcement Officer, Lead is responsible for performing the essential job functions of the Code Enforcement Officer.

SERIES CONCEPT: This is the second level of a two-level classification series. This classification is distinguished from the Code Enforcement Officer classification by performing lead worker duties.

ESSENTIAL FUNCTIONS:

- Provide leadership and guidance to Code Enforcement Officers and support staff.
- Assign work to a specific work unit and ensure tasks are completed correctly and timely.
- Approve leave requests, and work schedules.
- Provide input on performance evaluations.
- Perform the essential functions of the Code Enforcement Officer classification.
- Coordinate the specific application of the Priority Ordinance, Property Maintenance Code and the Chronic Nuisance Ordinance. Coordinate with law enforcement agencies, health department, fire marshal, and other agencies and organizations involved.
- Carry a limited Sheriff's commission which allows incumbents to issue citations and view information from the Criminal Justice Information System.
- Issue warrants; oversee the abatement of property; posting of notices; and boarding up property.
- Complete field inspections throughout the County investigating complaints of violations of zoning, public nuisance regulations, and the Shoreline Management Act; interview property owners, tenants, and complainants to determine the nature of the violation, recommend measures for correcting the violations.
- Prepare case documentation; research records and legal descriptions; confirm facts and establish written and pictorial evidence to confirm alleged violations. Prepare work reports on inspections conducted and recommend actions to correct violations.
- Present reports and evidence at Hearing Examiner Appeal hearings and court trials.
- Assist in planning, implementing and monitoring the goals and objectives for the section.
- Identify and propose improved regulations to streamline the code enforcement process. Look for new ways to use technology to improve processes and procedures.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet the traveling requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.

CODE ENFORCEMENT OFFICER LEAD

Classification Description-Pierce County

Page 2

- Work a flexible schedule, which may include evening, weekends, holidays and overtime.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned

SUPERVISION RECEIVED AND EXERCISED: Work is performed under general supervision. Incumbents exercise considerable independence and are responsible for making decisions requiring discretion, judgment, and knowledge of established codes and ordinances. This position does not supervise, however, incumbents are responsible to lead and assign work to other employees. Work is reviewed in progress and upon completion by an administrative superior.

WORK ENVIRONMENT: The work environmental characteristics described herein are representative of those an employee encounters while performing the essential job functions. The Code Enforcement Officer, Lead works in an office environment and out in the field. This position is subject to dealing with hostile individuals; severe weather and unpleasant situations. Travel to various work sites and/or meeting locations is required. Work is generally completed on a regularly scheduled basis; attendance at meetings or completion of work outside of normal scheduled hours may be required. Extended periods of sitting while operating a vehicle and maneuvering over uneven terrain are required.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by the employee to successfully perform the essential job functions of the position. The physical activities include the use of eye sight to read and interpret County codes and regulations and inspect reported code violation sites. Finger dexterity to operate equipment used in the position, talking, seeing, and hearing is required. There is frequent walking, sitting, bending/stooping, climbing, pushing/pulling associated with the classification. Requires the ability to maneuver across uneven terrain, work in confined areas and scale various heights. The lifting requirement for this position is twenty pounds.

KNOWLEDGE, SKILL AND ABILITIES

Knowledge of:

- County zoning ordinance and related regulations.
- Legal procedures as related to the enforcement of regulations.
- Building, Fire, Public Nuisances, and related International codes and ordinances.
- Property Maintenance Code and Solid Waste.

Skill in:

- Use and operation of a personal computer and related software programs.
- Human relations and dispute resolution
- Communicating effectively, both written and verbal
- Customer Service

Ability to:

- Apply and interpret County ordinances, State statutes, and federal regulations and legislation.
- Research and advise on a broad scope of policies, procedures, and investigation techniques and protocol.
- Plan, assign, and coordinate work of other co-workers

CODE ENFORCEMENT OFFICER LEAD

Classification Description-Pierce County

Page 3

- Resolve or mediate complaints between parties
- Coordinate a large volume of projects with varying deadlines.
- Interpret, apply and explain County codes, ordinances, regulations and policies.
- Analyze information and make logical and practical recommendations for action.
- Make thorough inspections and ascertain facts through investigations.
- Prepare a variety of records and reports including documentation for Hearing Examiner or court proceedings.
- Gain cooperation and compliance from building owners, contractors, and the public.
- Effectively communicate with a wide variety of individuals both orally and in writing.
- Work under hazardous and dangerous working conditions and ensure proper health and safety measures are taken and appropriate personal protection equipment is used.
- Physically perform the essential job functions.
- Meet the traveling requirements of the position.

MINIMUM RECRUITING REQUIREMENTS TO APPLY:

Bachelor's degree in Planning, Public/Business Administration, or related field and two years of experience performing Code Enforcement Officer functions or closely related work in planning, zoning enforcement or related field. One year of lead or supervisory experience highly desired. Additional education and/or related experience which clearly indicates the ability to perform the essential functions of the position may substitute on a year for year basis for the recruiting requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Ability to successfully complete all required Pierce County background investigations. Fingerprint and in-depth criminal history check is required. Possession of or the ability to obtain a valid Washington State Driver's license.