



CLASSIFICATION NO. 904

Established: 12/90

Revised: 6/03, 10/18

FLSA: Non-Exempt

EEO: 2

CODE ENFORCEMENT SPECIALIST

CLASS CHARACTERISTICS

Under direction to independently review, process, and resolve complex code enforcement issues of ordinances, rules, regulations and state statutes administered by the County Department of Transportation and Development; to issue citations and forfeitures; to develop and present cases to the Code Compliance Hearings Officer for code enforcement or to assist County Counsel to present code enforcement cases at court; to participate in the review and development of ordinances; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Code Enforcement section within the Department of Transportation and Development is responsible for investigating and resolving code and ordinance violations in building, plumbing, electrical, mechanical, dangerous building, solid waste, subsurface sewage disposal, grading, road use, zoning and development, and similar regulations by first negotiating voluntary compliance. Where voluntary compliance cannot be achieved, the Code Enforcement section furthers enforcement actions through the issuance of citations, referral to hearing and where necessary, through civil actions.

The Code Enforcement Specialist is primarily oriented toward ensuring that the public complies with County ordinances and State codes, rules, and regulations in accordance with the Code Enforcement operational policies, procedures, and priorities of the Board of County Commissioners. The Code Enforcement Specialist is the journey level in the series and is responsible to conduct code enforcement case investigations including complex, multiple-source violations. Incumbents issue citations and forfeitures, coordinate the hearings process, and present cases before a Code Compliance Hearings Officer. They assist County Counsel and testify in court as expert witnesses.

The Code Enforcement Specialist differs from the Code Enforcement Specialist, Senior, which leads the work of staff, coordinates training and is responsible for the collections and lien processes. It also differs from the Code Enforcement Supervisor, which has full supervisory responsibility for the Code Enforcement section.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Reviews complaints of alleged violation(s) of County ordinances, regulations and/or State codes; researches, analyzes, and determines the location and nature of violation(s); coordinates and conducts investigations and inspections of properties and structures with property owners, tenants, building inspectors, health inspectors, planners, road inspectors,

the Sheriff's office, and other local, state, and federal jurisdictions to ensure compliance with ordinances and codes.

2. Prepares files and complaints; coordinates enforcement hearings process and presents cases to the Code Compliance Hearings Officer; represents the County's legal position advising Hearings Officer of issues related to the case; makes oral arguments and answers objections at hearings; prepares and presents evidence; proposes and negotiates stipulated settlements; develops general legal strategies the resolution of for multi-violation complaints, cases, and issues.
3. Negotiates voluntary/administrative compliance agreements for various ordinances and codes through meetings and correspondence; identifies the code enforcement issues and options for resolution; promotes and utilizes mediation to resolve disputes between parties; advises the parties of the required applications and permit procedures, and assists the public in preparing permit applications; develops compliance schedules to ensure that all code enforcement issues have been corrected; issues citations and forfeitures; file liens on properties.
4. Conducts research of records, files, applications, permits, and history of properties when a complaint has been filed; maintains accurate descriptive case files, field notes, and records; develops, maintains, updates, and closes case files when appropriate.
5. Prepares and presents reports on cases requiring enforcement actions and may make recommendations to the Board of County Commissioners and County Counsel; assists County Counsel with prosecution of cases at Circuit Court; compiles and presents evidence and testifies in code enforcement proceedings and at trials; develops legal strategies with County Counsel to obtain compliance; negotiates stipulated settlements and judgments for County Counsel or Court signature; coordinates with the Code Enforcement Supervisor to negotiate payments on cases.
6. Participates in the development and revision of County ordinances, rules, regulations, policies, and standard operating procedures; assists as liaison between Department of Transportation and Development and County divisions regarding ordinance and permit issuance topics; interprets and applies federal, state, and local legislation, statutes, rules and regulations.
7. Reviews and comments on land use actions resulting from enforcement proceedings; testifies in land use hearings; makes presentations to public meetings, local citizen groups, and other jurisdictions.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Laws, rules, ordinances, and codes pertaining to land use, right-of-way, motor vehicles, building, subsurface sewage disposal, solid waste management, nuisance abatement, excavation, grading, and erosion control practices; land use planning principles and practices; principles and techniques of legal writing, hearings procedures, and rules of evidence; principles and techniques of negotiation; County field inspection and investigative procedures and practices; County permit process and zoning regulations; rules of evidence and judicial procedures in enforcement hearings and County, State, and Federal Courts; basic mathematics; English grammar and composition.

Skill to: Establish findings of fact and decisions in concise written form; interpret and apply legal principles to code violations; analyze problems and identify alternative solutions; at all times communicate effectively and respectfully both orally and in writing; define and evaluate violations of codes and ordinances; effectively present county positions on code violations to hearings officers, attorneys, the Board of County Commissioners, and the public; act as expert witness in court; present cases at hearings; collect, interpret and evaluate relevant data; research and prepare reports; compose correspondence; elicit the cooperation of concerned parties for reasonable levels of compliance with laws and regulations; effectively utilize word processing, spreadsheet, database, and other software; establish and maintain effective working relationships with County personnel, the Hearings Officer, County Counsel, and the public.

WORKING CONDITIONS

Duties in the field require walking, squatting, twisting, balancing, and involve exposure to inclement weather, dust, noise, variety of waste including human and animal, and slippery and/or uneven surfaces. Duties may also on occasion involve working at heights on ladders while in the field.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of two (2) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Edited: 8/20