



CLASSIFICATION NO. 908

Established: 6/03

Revised and Retitled: 8/20

FLSA: Non-Exempt

EEO: 2

CODE ENFORCEMENT SPECIALIST, SENIOR

CLASS CHARACTERISTICS

Under direction, to evaluate, train and lead the work of staff; to resolve code violation issues; to oversee the review, process, and resolution of the code enforcement issues of ordinances, rules, regulations and state statutes administered by the County Department of Transportation and Development; to present and coordinate the presentation of cases to the Compliance Hearings Officer for code enforcement or to assist County Counsel and staff 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 through negotiating voluntary compliance.

The Code Enforcement classification series is primarily oriented to ensuring public compliance with County ordinances and State codes, rules, and regulations in accordance with the Code Compliance operational policies, procedures, and priorities of the Board of County Commissioners. The Code Enforcement Specialist, Senior is responsible to lead the work of staff within the Code Enforcement section. The incumbent also actively resolves code violation issues, including issuing citations and forfeitures and presenting cases to the Hearings Officer.

The Code Enforcement Specialist, Senior differs from the Code Enforcement Specialist, which conducts complex investigations, resolves code violations, coordinates the hearings process and presents cases to the Compliance Hearings Officer, but does not lead staff, coordinate training, and is not responsible for the collections and lien processes. It 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. Leads the work of staff by providing technical guidance and enforcement strategies to resolving cases; trains and mentors staff in appropriate investigative procedures, case development, and hearings process; provides feedback to supervisor on employee performance for performance evaluations; may review problematic cases with supervisor

and staff prior to referral to Hearings Officer; reviews cases and recommendations for court with the supervisor.

2. Participates in the development, review, and revision of County ordinances, rules, regulations, policies, and standard operating procedures; leads work of staff attending outreach events to educate public on enforcement issues.
3. 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.
4. Conducts and leads the work of staff researching, analyzing, inspecting, investigating, and determining the location and nature of violation(s) to ensure enforcement with ordinances and codes; negotiates voluntary enforcement agreements; issues citations and forfeitures.
5. Prepares and provides technical assistance to staff composing and filing complaints with Compliance Hearings Officer and representing the County at Hearings or court; provides guidance to staff negotiating stipulated settlements.
6. Prepares and presents reports on cases requiring enforcement actions; makes recommendations to the supervisor for the Board of County Commissioners and County Counsel; compiles and presents evidence and testifies in code enforcement proceedings and at trials; negotiates administrative compliance agreements and stipulated settlements and judgments for County Counsel for Court signature.
7. Reviews, analyzes, evaluates, makes recommendations, and prepares cases for lien and collection process in accordance with County code; refers discrepancies to supervisor.
8. Receives receipts and calculates various payments; determines outstanding balances; calculates payoff figures; reconciles amounts received with balances and arranges payment arrangements.

REQUIRED KNOWLEDGE AND SKILLS

Thorough 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.

Working knowledge of: Principles and techniques of lead work or supervision; rules of evidence and judicial procedures in compliance 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; communicate effectively, 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 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, Legal 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 three (3) 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.