



City of Everett

ANNOUNCES AN EXAMINATION / EMPLOYMENT OPPORTUNITY

Code Enforcement Officer

\$5299 - \$6888/Month (Plus a comprehensive benefit package)

The City of Everett is seeking a highly motivated individual for the appointive position of **Code Enforcement Officer** in the Everett Police Department's Code Enforcement Unit. Extensive background checks will be conducted.

Under the direction of the Code Enforcement Unit Supervisor, the **Code Enforcement Officer** will investigate, observe and resolve issues revolving around the Everett Municipal Code. Work may also involve assisting and/or coordinating compliance activities with other City departments and other city, county, federal and/or state agencies. The work is reviewed via oral and written reports, as well as by inspection of field work, contact with the public, case files, case presentation and contact with other departments and/or agencies.

ILLUSTRATED EXAMPLES OF WORK

- Investigate code complaints and identify code violations; prepare case files and present cases to the city's violations hearing examiner. Codes include: nuisance codes; street and sidewalk codes; land use regulations, codes and permits; water and sewer codes; zoning codes; handicapped access regulations; billboard/sign codes; building, dangerous building and housing codes; wharves; outdoor pool enclosures and mobile home park regulations; and other similar city codes, ordinances and/or regulations.
- Conduct investigations and evaluate complex circumstances in order to identify actual, possible or potential code, regulation or ordinance compliance violations. Participate in the development of code compliance strategies and policies.
- Research a variety of public record resources in order to verify business/property ownership, location or other relevant information associated with compliance.
- Notify individuals of actual or potential code compliance deficits and of the corrective action required.
- Prepare case files for the hearing examiner which include letters, notices, photographs, affidavits and/or proposed findings and conclusions; present cases to the hearing examiner by testifying, offering exhibits and other evidence and responding to questions.
- Establish and maintain an orderly system of identifying, preparing, storing and tracking a variety of reports, records and investigation/case files.
- Prepare and summarize reports, records, evidence or other materials necessary for enforcement action taken by the Department or by other departments or agencies.
- Perform related work and special projects as assigned.

QUALIFICATIONS

The following knowledge, skills and abilities are essential and critical to successful performance in this position:

Knowledge of:

- Compliance requirements of a wide variety of municipal codes, regulations and ordinances.
- Rules of evidence and evidence preservation techniques.
- Effective investigation techniques.
- Case file preparation and documentation.

Skill Level:

- Excellent written and verbal communication skills.
- Proficient in MS Word and other applicable software applications.
- Proficient research and documentation skills.
- Superior interpersonal skills required, including a positive customer service orientation with both internal and external contacts.

Ability to:

- Communicate code compliance deficits and enforce correction in a tactful and impartial manner.
- Establish and maintain an accurate, complete and confidential record-keeping system.
- Comprehend and follow complex oral and written directions.
- Use judgment and initiative in carrying out operations within a general set of rules, regulations and legal prescriptions.
- Work safely and in compliance with Federal and State laws, city policy and standards.
- Establish and maintain cooperative and effective working relationships with co-workers, supervisors, other city staff, and the public.
- Relate to others in a professional, courteous and respectful manner.
- Maintain a work environment free of discrimination, harassment, and retaliation.
- Support diversity and multi-cultural understanding in the workplace.

The City of Everett requires new hires to establish identity and employment authorization in accordance with the Immigration Reform and Control Act of 1986. THE CITY OF EVERETT VALUES A DIVERSE WORKFORCE. THE CITY DOES NOT DISCRIMINATE ON THE BASIS OF SEX, DISABILITY, RACE, COLOR, CREED, NATIONAL ORIGIN, HONORABLY DISCHARGED VETERAN OR MILITARY STATUS, OR SEXUAL ORIENTATION.

"AN EQUAL OPPORTUNITY EMPLOYER" Human Resources Department, 2930 Wetmore Ave., 5A, Everett, WA 98201. Phone (425) 257-8767. Open Monday – Friday 8 am to 5 pm

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Planning, Land Use, Public Administration or a related field **AND** two years of experience in code compliance or similar enforcement, housing/building inspection, zoning, land use, planning or related fields, including some experience working with the public, **OR**
- Four years of experience in code compliance or similar enforcement, housing/building inspection, zoning, land use, planning or related experience **OR** any combination of education and experience sufficient to provide the requisite knowledge, skills and abilities.
- Possession of, or ability to obtain within 30 days of hire, a valid Washington State Driver's License.

APPLICATION PROCEDURE AND DEADLINE

All applicants are required to complete and submit **(1)** the standard City of Everett Application Form, **(2)** the **Code Enforcement Officer** supplemental questionnaire, **(3)** a résumé (not to exceed two pages), **and (4)** a cover letter clearly detailing applicant's relevant work experience and training. Application materials may be accessed via <http://www.everettwa.gov/careers>. **Completed applications must be submitted through the City's online application system no later than 5:00 p.m. on Friday, August 18, 2017 to be considered.** LATE, INCOMPLETE, FAXED, OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED.

FILING OPENS: July 26, 2017

APPOINTIVE

FILING CLOSES: August 18, 2017

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