



CODE ENFORCEMENT OFFICER

Community Services Department

Posting #17-17

MASON COUNTY EMPLOYMENT OPPORTUNITY

Note: *Internal posting with General Services Teamsters is concurrent with external posting to the public. Therefore, if a qualified applicant applies from within the bargaining unit, that person could be selected for the position.*

Opening Date: April 24, 2017

Open Until Filled

Department: Community Services Department

First Review Date: May 15, 2017

Monthly Salary: \$3,971-\$4,176 **Level I**, \$4,411-\$4,642 **Level II**, \$5,078-\$5,347 **Level III**, \$5,611-\$5,893 **Level IV**

Job Summary

Under general supervision of the Director of Community Services, investigates, observes, and resolves issues regarding Mason County building, land use codes and environmental violations. Achieves compliance through effective communications, analyzing and interpreting the applicable codes, coordinating investigations with the appropriate field person, determining appropriate enforcement action, and pursuing legal remedies through obtaining evidence, photos, and information in a knowledgeable manner to present oral and written testimony at trials or hearings.

Examples of Duties

Conducts compliant investigations, including field inspections. Gathers evidence for written reports and coordinates with other field staff for follow-up inspections to ensure compliance with violation notices and stop work orders. Prepares written correspondence, notices, orders, and staff reports. Recommends and coordinates appropriate actions to be taken for each case and establishes time frame for compliance and/or legal action. Issues stop work orders when necessary. Prepares letters to individuals when necessary regarding pending legal actions, remedies, and potential citations. Assists the public with code compliance questions, application forms, and general understanding of requirements.

Minimum Requirements

High school graduate or GED and Preferably Associate's degree or Bachelor's degree in planning, building construction, or related field. Five years experience in building construction, building inspection, plan review, land use, zoning, or closely related field OR at least three years of pertinent code enforcement experience in zoning, building, or related code compliance activities. Must be certified building, plumbing, and/or mechanical inspector or plans examiner by ICC (International Building Code) or possess equivalent ICC issued certifications. Multiple certifications preferred. Salary range dependent upon certification obtained. Level I requires one relevant ICC certification, II requires two certifications, III requires three certifications, and Level IV requires four certifications, one of which must be ICC/AACE Code Enforcement Officer. Must possess a valid Washington State driver's license or reasonable accommodations.

Application & Selection Process

Applicants are required to submit a Mason County Application. The completed application may include additional pages of employment history using the application format, and a resume may be attached. The completed application will be used as the primary document to determine if minimum qualifications are met for this recruitment. Misrepresentation, incomplete, or inaccurate entries may be the cause of application rejection, removal from the employment list, or discharge from county service. Applicants will be screened based upon education and experience, and the top candidates will be scheduled for interviews. Selection factors will include demonstrated knowledge and abilities for the particular position. **Only those candidates chosen for interviews will be contacted.** Please read the reverse side for additional information. *This selection process may be subject to change.*

Return Applications to: Mason County Human Resources

Mailing Address - 411 North 5th Street, Shelton, WA 98584

Physical Address - 423 North 5th Street, Shelton, WA 98584

humanresources@co.mason.wa.us Phone-(360) 427-9670 X 290 Fax-(360) 427-8439

Equal Opportunity - Affirmative Action Employer

Drug Free Work Environment

This information does not constitute an expressed or implied contract or offer of employment. Any provision contained herein may be modified and/or revoked without notice.

Application Instructions – Carefully read the posting and note the minimum qualifications and the selection process. Please indicate all relevant education and experience on the application. A County application is always required and is utilized as the primary document to determine if the applicant meets the minimum qualifications. Resumes can be included as a supplement but cannot be used in lieu of completing the application. Applications must be entirely completed, and “see resume” will not be acceptable. Applicants applying for more than one position must complete a separate application for each position. Applications must be signed and dated, and returned to the Human Resources Department by 5:00 p.m. on or before the closing date. Completed applications should be submitted or mailed to: Mason County Human Resources, 411 North Fifth Street, Shelton, WA 98584, humanresources@co.mason.wa.us. Mailed applications must be postmarked no later than the closing date. Additional materials will not be accepted after the closing date (with exception to mailed applications/material with postmark by the closing date). Applicants should keep a copy of their completed application and any supplemental pages because they will not be returned nor copied after receipt.

Applicant Qualifications – All candidates must meet minimum requirements. Often, the most competitive applicants will possess qualifications far exceeding the required minimum. If a large number of applications are received, only the most qualified applicants will be involved in the selection process.

Authorization to Work – Successful candidates must present documentation proving authorization to work in the United States (as required by federal law).

Union Affiliation – Joining a union may be a condition of employment for some positions pursuant to the exception as noted in RCW 41.56.122(1) and any other rights afforded by law.

Work Environment – Mason County maintains a drug-free work environment and prohibits smoking in all County buildings.

“At-will” Positions – Some positions are considered “at-will” or at the pleasure of the employer. Therefore, the County does not need to establish “just cause” or “cause” to terminate the employment relationship. However the County cannot discriminate an employee in conjunction with his/her termination.

Affirmative Action/Equal Employment Opportunity – Mason County is an equal opportunity employer committed to fair employment practices without regard to race, color, religion, creed, sex, age, marital status, national origin, veteran services, or individuals with disabilities.

Accommodation – Applicants with a disability requiring accommodation during the selection process should notify the Human Resources Department at (360) 427-9670 Ext. 268.

Health Insurance – Regular full-time employees and their qualifying dependents are eligible for medical, dental, vision, and life insurance coverage. Some regular part-time employees may receive the same coverage. Employees may partially contribute premiums depending upon the type of coverage selected.

Paid Leave – Sick leave, holidays, and vacation are provided in accordance with the County policy or union contracts. Vacation accrual rates increase at regular intervals based on length of service with the County.

Retirement Plan – All regular Mason County employees are enrolled in the Washington State Public Employee’s Retirement System (PERS, PSERS or LEOFF). The County and employees contribute jointly to the plans.