



# CODE COMPLIANCE SPECIALIST JOB DESCRIPTION

Job Title: Code Compliance Specialist

Job Code: HS300

Pay Grade: 121

Effective Date: October 2007

FLSA: Non-Exempt

Revision Date: October 2007

## NATURE OF WORK

Under general supervision, performs field inspections and investigations to enforce State and County codes and ordinances relating to public health and safety issues and public nuisances; investigates complaints and issues citations for code violations within scope of authority.

## ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs land use and environmental inspections to ensure safety and general welfare of County residents, and to maintain property values of residences; enforces County codes encompassing vehicle abatement, nuisance abatement, land use and other compliance violations.
- Responds to complaints of potential code violations relating to environmental control, hazards, abandoned vehicles, dumping, animal control, and other nuisances and code related matters.
- Receives, processes and investigates complaints from citizens and other County departments; initiates investigations and analysis based on preliminary information; compares facts to code requirements; contacts individuals to discuss violations and alternatives for resolving compliance issues; documents findings, and issues warnings and correction notices within scope of authority.
- Following established procedures, issues citations to people in clear violation of County codes and state regulations; documents each citation presented to owners and agents.
- Conducts follow-up inspections and verifies compliance.
- Coordinates efforts with the police, courts, other County departments and agencies, as needed.
- Maintains and updates files and records related to inspection and enforcement activities; completes required project documentation, daily logs and reports.
- Provides referral to supervisor when problems occur which are beyond the skills of the specialist; and tracks the problem until it has been resolved.

## WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in an office environment, and in internal and external environments with exposure to inclement weather; light physical demands, and frequent use of a personal computer.

## EMPLOYMENT STANDARDS:

High School diploma or GED equivalent, AND two (2) year's work experience in code enforcement or investigations.

Must possess a valid Driver's License. Specific technical training and certifications may be required.

**KNOWLEDGE AND SKILLS:**

**Knowledge of:**

- County policies and procedures.
- Applicable Federal, state, and City codes, laws, statutes, and ordinances.
- Principles and practices of code enforcement, investigation, and inspection.
- Techniques of investigating, inspecting, and resolving code compliance issues.
- Principles of record keeping and records management.
- Customer service and public relations methods and practices.

**Skills in:**

- Reading, understanding, interpreting and applying relevant County, State and Federal statutes, codes, rules, and regulations.
- Maintaining accurate records.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers.
- Using tact and diplomacy to investigate customer complaints.
- Communicating effectively verbally and in writing.