



Lewis County Employment Opportunity

Department: Public Health & Social Services | Position: Code Compliance Services Supervisor

Who May Apply: Any Qualified Applicant

Employment Status: Regular Full Time

Salary Range: Grade 123: \$5,413 - \$7,280/mo.

Posting Opens: 08/13/2024

Posting Closes: Open until filled

DEPARTMENT / OFFICE

This is a Teamsters represented position with the Public Health & Social Services Department located at 125 Northwest Chehalis Avenue in Chehalis, WA, 98532.

POSITION SUMMARY

Under general supervision, supervises code enforcement program operations to provide services to Lewis County residents. Ensures compliance of program activities with state and federal laws, and Lewis County code, policies and procedures. Performs field inspections and investigations to enforce State and County codes and ordinances relating to safety issues and public nuisances; investigates complaints and issues citations for code violations.

HOW TO APPLY

Application materials and job description are available online at <https://jobs.lewiscountywa.gov/jobs/>

Application packets may be requested by calling 360-740-1148.

Applicants with disabilities who need accommodation with the application and/or selection process should contact the ADA Coordinator, Human Resources at 360-740-1408 or 740-1480 TTY.

Lewis County accepts no responsibility for completeness of applications, the timely delivery or the loss or damage of data when sent by email, fax, U.S. Postal Service, private carrier, delivery service, or other provider. Application materials received by Lewis County become the property of the County.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.

WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum qualifications and can perform the essential functions, with or without accommodations, and possesses the knowledge, skills and abilities as identified in the job description. **Preference will be given to Teamsters represented employees.**

APPLICATION REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment.

Note: ALL sections of the application must be complete. "See resume" is not acceptable.

- ✓ **Lewis County Employment Application**
- ✓ **Authorization to Release Information**
- ✓ **Cover Letter**
- ✓ **Resume**

MINIMUM REQUIREMENTS

- ▶ High School diploma or GED equivalent, AND four (4) years' work experience in code enforcement and investigations.
- ▶ Must possess a valid driver's license
- ▶ Must complete a Washington State Patrol Junk Vehicle training or Washington State Patrol Vehicle Identification Number Certificate training within 6 months of start date.
- ▶ Must obtain Terminal Operator Certification for access to Washington State law enforcement information system; additional technical training and certifications may be required.
- ▶ Must successfully pass a criminal background check
- ▶ Must be capable of holding a Special Commission issued by the Sheriff of Lewis County.
- ▶ Ability to speak, read, and write the English language effectively
- ▶ Ability to speak Spanish is strongly preferred.

NOTE: The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.