



CODE COMPLIANCE SERVICES SUPERVISOR JOB DESCRIPTION

Job Title: **Code Compliance Services
Supervisor**

Pay Grade: **123**

FLSA: **Non-Exempt**

Job Code: **TBD**

Effective Date: **July 2024**

Revision Date: **July 2024**

NATURE OF WORK

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.

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.*

- Supervises the daily activities of the code compliance program staff through appropriate delegation, support, and work supervision.
- Screens complaints received; prioritizes, assigns and monitors cases, projects, and tasks.
- Provides technical assistance, and guidance in inspection and investigation techniques, recordkeeping, and technical and policy issues.
- Responds to community concerns and complaints
- Ensures program activities follow all laws, codes, policies, regulations and goals.
- Assists in the development and review of, policies for code compliance activities.
- Coordinates enforcement efforts with other County departments and regional agencies.
- Performs land use and environmental inspections to assure safety and general welfare of County residents and to maintain property values of residences; enforces County codes encompassing hulk vehicle inspection and disposal, nuisance abatement, public health, and other violations.
- Responds to complaints of potential code violations relating to environmental control, hazards, abandoned vehicles, dumping, 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.
- Reviews civil infractions and case materials, prepares investigative case files, and coordinates prosecution actions with the police, courts, and other agencies as needed.

- Represents agency at meetings; serves as information source and liaison between the County and various community and advocacy groups.
- Assists in grant application preparation, monitors grant program activities, and assures compliance with program standards and performance guidelines.
- Participates in annual budget development and monitors budget for programs and services; assures appropriate services are provided; compiles a variety of reports and operational statistics.

WORKING ENVIRONMENT / PHYSICAL DEMANDS

Work is performed in an office environment, and in internal and external environments with exposure to slippery or wet, muddy, rocky, and uneven surfaces; extreme temperatures and weather.; light physical demands, and frequent use of a personal computer. Moderate physical demands may require frequent sitting, standing, walking, kneeling, bending, climbing, and lifting up to fifty (50) pounds.

EMPLOYMENT STANDARDS

High School diploma or GED equivalent, AND four (4) years' work experience in code enforcement and investigations.

Capable of holding a Special Commission issued by the Sheriff of Lewis County.

Must possess a valid driver's license.

Must complete 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.

KNOWLEDGE AND SKILLS REQUIRED

Knowledge of:

- County policies and procedures.
- Federal, state and county laws, codes, rules, and regulations related to code enforcement.
- Principles and practices of code enforcement, investigation, and inspection.
- Techniques and practices for efficient and cost-effective management of resources.
- Interviewing and interrogation principles, techniques and methods, including extracting information from people who are reluctant to cooperate and resolving complex code violations and conditions.
- Regulatory enforcement standards.
- Court procedures, legal terminology, civil laws, and rules of search and evidence.
- 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.
- Conducting inspections and investigations and preparing comprehensive written reports.
- Assessing and prioritizing multiple tasks, projects and demands.
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- Supervising staff, delegating tasks and authority, and coaching to improve staff performance
- Presenting program information to public and professional audiences.
- Application of code enforcement and safety principles and practices in a regulatory environment.
- Use of scientific principles of investigation.
- Data collection and analysis, and making appropriate recommendations.
- Assessing and prioritizing multiple tasks, projects and demands.
- Conducting inspections and investigations and preparing comprehensive written reports.
- Detecting unsanitary conditions and public health hazards.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers.
- Maintaining accurate records.
- Using tact and diplomacy to investigate customer complaints.
- Communicating effectively verbally and in writing.