

CITY OF OCEAN SHORES

JOB DESCRIPTION

Title: Code Enforcement Officer, Part-Time
Reports To: Chief of Police or Designee
Salary Range: 26

Job Objectives:

This is a non-uniformed civilian position responsible for providing field and office service to the Ocean Shores Police Department and Public Works Department, and works with or otherwise assists other City Departments in the enforcement of certain Ocean Shores Municipal Ordinances.

This position works directly under the Chief of Police or Designee. The job requires the ability to function with relatively little supervision and with the expectation that the incumbent can handle difficult situations without assistance.

This position deals mainly with compliance information and enforcement in the processing and disposition of civil and criminal code violations and complaint issues. The Code Enforcement Officer has daily contact with the general public including occupants, property owners, recreation vehicle campers, contractors and land developers for the purpose of information gathering and gaining compliance with applicable codes, ordinances, and regulations. These contacts may be confrontational and require the employee to resolve both technical and interpersonal issues while assuring compliance. Skill in gaining compliance while maintaining cooperative work relationships is essential. The Code Enforcement Officer will respond to enforcement requests from other City Departments and must work cooperatively to ensure accurate and consistent enforcement. This position requires the ability to relate to the public in a tactful and courteous manner, represent the City in a positive light, diffuse hostility, and elicit cooperation.

Work is performed independently with work direction generally consisting of desired objectives, discussion of unusual problems, and general review of results achieved. This position also encompasses the animal control function within the City. The incumbent is the manager of the Animal Impound Facility and is responsible for the capture, care, and housing of stray domestic animals. Moreover, the Code Enforcement Officer writes reports and issues citations for violations of select Ocean Shores Municipal Codes. The Code Enforcement Officer must at times appear in court and testify in support of enforcement actions taken.

Job Location and Equipment Utilized:

While work is typically performed out of doors and in all weather conditions, the incumbent in the position must also spend administrative time in an office environment. The position requires a knowledge of search warrant procedures, in addition to using cameras to record code violation evidence.

Essential Job Functions:

- Manages the City Animal Impound Facility
- Responsible for the capture, control, and care of stray, abandoned domestic animals, within the City.
- Receives information regarding complaints of enumerated nuisances found in Chapters 8.32 and 8.33 of the Ocean Shores Municipal Code, Chapter 15 and 17 relating to Recreation Vehicle Camping on undeveloped lots, abatement of illegal structures, litter, junk vehicles and unsanitary or unsightly premise, violations of select sign ordinance sections, and Chapter 12 dealing with addressing as well as all animal control ordinances.
- Having received complaints the Officer is empowered to investigate and take appropriate enforcement action as necessary.
- The position requires a thorough knowledge of the Police Department General Orders, applicable RCW's, and City Ordinances pertaining to abandoned and hulk vehicles on City streets, rights of way, and on private property.
- Responds to calls from the E 911 Center dealing with complaints within the scope of duties as assigned.
- Prepares written reports, case reports, citations, and other correspondence and/or documents.
- Works with the City Prosecuting Attorney and the City Attorney to prepare civil or criminal cases for adjudication.
- When called upon, assists with the preparation of the City Ordinances related to code compliance.
- Requires the ability to establish and maintain positive and effective working relationships with supervisors, coworkers, City officials, other government entities, and the general public.
- Other such duties as assigned.

Required Physical Traits:

- Requires the ability to perform work in all types of weather.
- Requires the ability to lift a minimum of 75 pounds.
- Requires manual dexterity and visual acuity to operate a personal computer and a camera.
- Requires the ability to sit for extended periods of time.

Qualifications:

- High School graduation.
- Experience as an Animal Control Officer preferred.
- A combination of education, training, experience which demonstrates knowledge, skills and abilities required to perform all essential job functions.
- Washington State Drivers License and a driving record acceptable to the City's insurance carrier.

- Vehicle ID and Disposition Certificate and VIN Officer training is desirable.
- Pass a background investigation including criminal history records check and FCRA check.
- Pass medical examination, psychological examination, and polygraph examination.