



# Code Compliance Officer

City of Kenmore

## SUMMARY

Monitors code compliance cases in progress to assure compliance with notifications and timelines and responds to complaints that initiate compliance investigations. Oversees and participates in permitting and inspection operations and other Department tasks as needed. Because of the small number of City employees, each staff member is expected to perform a wide range of office and field duties as may be required from time to time.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates the City's response or directly responds to and investigates citizen complaints concerning alleged or potential code violations. Conducts field investigations, gathers and analyzes information, makes findings, and takes appropriate action in accordance with the City's municipal code enforcement program.
- Monitors and identifies code violations. Determines corrective action and target dates for compliance and issues citations as necessary.
- Meets with business owners, developers, and residents to review and explain code requirements, violations, or potential violations.
- Researches, organizes, and maintains documentation on code violations, including remedial actions. Prepares cases for filing or submission for prosecution. Testifies in court on behalf of the City. Attends and represents the City at Code Violation appeal hearings. Maintains a variety of logs and records related to inspection and enforcement activities; writes and distributes correspondence and reports.
- Assists with processing and managing permits and applications.
- Assists with performing building and construction reviews and inspections.
- Conducts parking enforcement in parking lots and on City streets.
- Recommends and implements policies and procedures to ensure efficient and effective activities in compliance with City guidelines, standards, goals, and objectives. Prepares recommendations for amendments and additions to codes or regulations.
- Coordinate efforts with the Police, Public Works, and other City departments or agencies as needed.
- Performs other duties as assigned that support the overall objective of the position and needs of the organization.

## **QUALIFICATIONS**

### **Knowledge & Skills:**

- Working knowledge of land use regulations, development standards, and municipal codes that govern land use, parking, signage, and nuisances.
- Working knowledge of code compliance, nuisance abatement, and revenue collection procedures and processes.
- Working knowledge of project management principles and techniques.
- Sufficient knowledge of personal computers to access and use common office productivity software.
- Sufficient communication skills to prepare professional correspondence and promotional materials.
- Well-developed interpersonal skills to convey technical concepts to external customers, employ process facilitating techniques, exercise patience when dealing with verbal confrontation, and speak to small groups in public settings.

### **Abilities:**

- Requires the ability to carry out the responsibilities of the position.
- Develop and maintain programs, strategies, and procedures to provide effective code compliance services.
- Identify and respond to community issues, concerns, and needs.
- Organize and sequence projects and promotions that accomplish code needs for businesses and community members.
- Learn, apply, and interpret all applicable codes, laws, and due process within the responsibility of the position.
- Facilitate productive discussions with customers, diffuse arguments, resolves conflict, and arbitrate and/or negotiate solutions.
- Recognize choices and alternatives when dealing with land use, nuisance, and municipal code issues.
- Make sound and logical decisions in conformance with established laws and codes.
- Organize data and prepare testimony.
- Estimate costs, compute fees, and develop budget proposals.
- Lead a small team.
- Work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.
- Driving ability in order to transport oneself in and around Kenmore and King County.
- Walking/navigating uneven and rough terrain and occasional lifting of up to 50 lbs.
- Work is performed both indoors and outdoors and may entail exposure to all weather conditions while driving to or conducting investigations.

### **Education and Experience:**

- The position typically requires an associate degree in building, planning, or law enforcement.
- Any equivalent combination of experience and training that demonstrates the required knowledge, skills, and abilities may be considered.

## **Licenses and Certificates**

- Requires a valid driver's license.
- A satisfactory driving record abstract is a pre-employment condition and maintaining a satisfactory driving record is a condition of continued employment.
- ICC certification is desirable.

## **ADDITIONAL INFORMATION**

- Work Environment – Work is performed indoors and outdoors where some safety considerations exist from emotional, argumentative, or hostile customers, hazards at non-code compliant properties and temperature/environmental variations.
- Hours of Work –City Hall working hours are typically 8:30 a.m.-5:00 p.m. This position is eligible for a partial teleworking arrangement. This position is required to be available for evening hours to attend or present in-person at City Council meetings as-needed, or attend in-person, evening or weekend meetings when necessary.

## **OTHER ITEMS AND ADVANTAGES OF WORKING FOR THE CITY OF KENMORE**

- This position is eligible for healthcare benefits, retirement plans, paid holidays, vacation, sick leave and more!
- The City does not participate in Social Security and participates in a 401(a) retirement plan in lieu of Social Security.
- Kenmore is located on the north shore of Lake Washington and has over seven miles of waterfront along the lake and the Sammamish River.
- Kenmore is a first-ring suburb of Seattle and is equi-distant to downtown Seattle, downtown Bellevue, Microsoft headquarters in Redmond, and Boeing and Paine Field in Everett.
- City Hall is in the heart of Kenmore's downtown and is within walking distance of many local businesses, restaurants and parks!

*This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*

**Department: Development Services**

**FLSA: Non-Exempt**

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