

City of Okanogan

Job Description –Code Enforcement/Assistant Permit Administrator

Department: Building

Reports to: Building Official/Permit Administrator

General Summary

Under the general authority of the City, the Code Enforcement/Assistant Permit Administrator's duties will include planning, organizing, and administering all facets of the City Code Enforcement operations and providing administrative support to the Building Official/Permit Administrator. Duties include enforcing municipal laws and regulations related to property maintenance, sanitation and health, animal control, downtown parking, and nuisance abatement, permit review, administrative support, and other tasks necessary. Work is performed under the direction of the Building Official/Permit Administrator, who reviews work for overall effectiveness.

Code Enforcement Duties and Responsibilities

- Routinely patrols city for potential code violations.
- Receives, investigates, researches, and resolves questions, complaints, violations, and issues concerning city codes with an emphasis on nuisance properties.
- Inspects property for abandoned or inoperative vehicles; issues notice for vehicle abatement if necessary; oversees abatement and removal of vehicles.
- Photographs nuisance sites and prepares notices and orders.
- Coordinates and tracks all cases.
- Posts Notice and Orders on properties and may serve individuals with legal notices.
- Testifies in court and at administrative proceedings as necessary.
- Prepares and maintains case records.
- Prepares weekly, monthly, and quarterly reports for all department related activities.
- Works closely with city staff to assure continuity and efficient enforcement of city code.
- Coordinate planning efforts related to hazard mitigation planning and implementation.
- Assist with the development and management of an operating budget to meet department needs and in compliance with the Council's budget appropriations and applicable City and State rules regarding capital outlay, bidding, and purchasing.
- Ensures that all facilities and equipment are cleaned, maintained, and operationally ready.
- Provides a monthly written report to council on code enforcement activities. Physical attendance at Council meetings may be required.
- Cooperates with all partner agencies and other City departments regarding appropriate response within the city, as necessary or directed.
- Ensure that all appropriate records and reports on departmental operations are accurately completed.

- Attend training as necessary to ensure professionalism and standards are maintained, as well as attend such conferences as necessary to remain informed of the most current animal control techniques.
- Coordinates with the Clerk's office to ensure that fiscal and other necessary administrative functions are performed.
- Regular and predictable work attendance.

Assistant Permit Administrator Duties and Responsibilities

- Provides administrative support for the Building Official/Permit Administrator such as answering phones, scheduling inspections, and assisting the public.
- Assists applicants in completing all pertinent forms used within the building department.
- Provides preliminary review of permit applications and follows up with applicant to gather additional information as needed.
- Drafts warning and violation notices, orders to comply, and stop work orders under the direction of the Building Official/Permit Administrator.
- Maintains files and records.
- Prepares correspondence, reports, or other documents as necessary.
- Regular and predictable work attendance

Work Schedule

This is a non-exempt position and is eligible for overtime. The normal work week is approximately 40 hours per week. Attendance may be expected at bi-monthly city council meetings.

Physical Demands

- ENDURANCE-MOVING ABOUT: Constantly (2/3 or more of the time). Move from location to location.
- ENDURANCE-OVERALL STRENGTH: Occasionally exerts force and/or lifts or carries objects weighing up to 100 pounds, 10 to 50 pounds frequently.
- WALKING: Occasionally (up to 1/3 of the time). Move about on foot, possibly on uneven or steep terrain.
- SITTING: Frequently (1/3 to 2/3 of the time). Remain in a seated position.
- LIFTING/CARRYING: Occasionally (up to 1/3 of the time). Lift by manually raising or lowering an object from one level to another, including upward pulling, and/or carry (transport) an object, usually holding it in the hands or arms, or on the shoulder.
- PUSHING/PULLING: Occasionally (up to 1/3 of the time). Place exerting force on an object so that it moves away from the force or worker; and/or pull by exerting force on any object so that it moves toward the force or worker.
- CONTROLS: Occasionally (up to 1/3 of the time). Use one or both arms and/or hands and/or one or both feet or legs to move controls on machinery or equipment.

- CLIMBING: Occasionally (up to 1/3 of the time). Ascend or descend ladders (to a height of up to 40 feet) and stairs, using the feet and legs and/or hands and arms.
- BALANCING: Periodic – does not occur on every workday. Maintain body equilibrium to prevent falling when walking, standing, crouching, or otherwise moving on dangerous or unstable surfaces.
- HANDLING: Periodic – does not occur on every workday. Seize, hold, grasp, turn or otherwise work with the hand or hands, and maintain physical control of equipment or apparatus.
- DEXTERITY: Daily (1/3 to 2/3 of the time). Feel, apply pressure, or otherwise work with fingers in the administration of emergency medical services. Keyboarding.
- TALKING: Daily. Express or exchange ideas by means of the spoken word to impart oral information to clients or the public and convey detailed spoken instructions to other workers accurately, loudly, or quickly.

Environmental Conditions

- STAIRS/STEPS: Periodic – does not occur on every workday. Ascend or descend stairs, steps, ladders, or similar uneven surfaces to access any required work area or other area related to functioning in the workplace.
- TEMPERATURE CHANGES: Periodic – does not occur on every shift. Endure variations in temperature that are sufficiently marked and abrupt to cause noticeable bodily reactions.
- WET CONDITIONS: Occasionally (up to 1/3 of the time). Endure contact with water or other liquids.
- EXTREME OR HAZARDOUS WEATHER: Rarely – could occur several times in a year. Endure high winds, extreme variations in temperature and precipitation.
- NOISE/VIBRATION: Periodic – does not occur on every workday. Endure sufficient noise, either constant or intermittent, to cause marked distraction or probable injury to the sense of hearing, and/or sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day.
- POOR VENTILATION: Periodic – does not occur on every workday. Endure atmospheric conditions with foreign content sufficient to cause marked discomfort (including fumes, odors, and dust, but excluding toxic conditions defined in separate elements) and other problematic air ventilation conditions.
- TOXIC CONDITIONS: Periodic – does not occur on every workday. Endure exposure to toxic dust, fumes, gases, vapors, mists, or liquids that cause general or localized disabling conditions as a result of inhalation or action on the skin.
- UNIQUE HAZARDS: Periodic – does not occur on every workday. Endure situations in which there is reasonably anticipated potential for exposure to blood and/or other potentially infectious materials otherwise known as “pathogens”. These pathogens include, but are not limited to, Hepatitis A,B, or C virus, human immunodeficiency virus (HIV), and Tuberculosis (TB).

- Endure situations in which there is reasonably anticipated potential for exposure to emergency and disaster scenes, fire, electrical hazards, explosions, falling debris, and collapsing buildings.

Qualifications

1. Initiative and resourcefulness in handling difficult situations.
2. Ability to work effectively and professionally with others.
3. Of sufficient physical fitness to meet the demands of the position.
4. Excellent written and oral communication skills.
5. Compliance with the City’s Drug and Alcohol Policy, as well as other relevant personnel policies.
6. A high school diploma or equivalent, possess and maintain a current, valid, and properly classed driver’s license. Driving record must, for a period of three years immediately preceding employment or any date during employment, thereafter, be free of any violation for: 1) reckless or negligent driving, 2) hit and run, 3) driving under the influence of alcohol or drugs, or 4) more than one moving violation of any other type.
7. Willingness to submit to a background check.

Acknowledgement

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

Employee Signature _____ Date _____

Employee Printed Name _____

Supervisor Signature _____ Date _____