

15156



2005-149

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**CODE ENFORCEMENT OFFICER II**

**Job Summary**

The responsibilities of this classification include investigating complaints and issuing notices involving violations of zoning, clearing, grading, housing and building codes, the King County Shoreline Master Program and sensitive critical-areas development codes, and working with property owners, contractors and other King County and Washington State departments to bring buildings and properties into compliance with applicable County, State, and Federal codes.

**Distinguishing Characteristics**

This is the second level in a two-level classification series. Incumbents in this classification conduct meetings to evaluate and resolve code enforcement disputes and problems and represent the County at public hearings and neighborhood meetings.

Code Enforcement Officer II performs the same duties as Code Enforcement Officer I; however, Code Enforcement Officer I is an entry-level classification and its incumbents will normally be considered for promotion after completing a probationary period and by demonstrating the possession of acquired journey-level competence in the performance of duties. The Code Enforcement Officer II is at the full-performance journey level.

**Essential Duties (These duties are representative and may vary by position.)**

1. Investigate code violation complaints of building, zoning, housing, clearing, grading or sensitive critical-area violations codes; includes site inspection and assessment of violation, interviewing involved parties and making a photographic record for evidence in a hearing and trial.
2. Issue violation notices and/or legal notices and orders of King County Code violations of building, zoning, housing, clearing, grading, or critical-area codes.
3. Issue correction notices and Stop Work orders related to violations of building, zoning, housing, clearing, grading, or critical-area codes.
- ~~2.4.~~ Identify wetlands and sensitive-areas and perform basic wetland and steep slope delineation.
- ~~3.5.~~ Prepare inspection reports.
- ~~4.6.~~ Post notices for work stoppage, vacation of dangerous buildings and public hazards.
- ~~5.7.~~ Prepare correspondence to advise property owners of violations and steps needed to correct them.
- ~~6.8.~~ Prepare written responses to inquiries from the public, King County Ombudsman, Metropolitan King County Council, County departments and citizen groups.
- ~~7.9.~~ Research zoning and history of properties to determine ownership, improvements and pre-existing uses.

- | ~~8.10~~. Negotiate compliance with applicable codes and ordinances considering factors of individual knowledge and resources and potential hazard to the community, based on degree of code violations.
- | ~~9.11~~. Conduct regular inspections of properties where violations exist, monitor progress towards compliance and make record of progress and assess penalties as required to secure compliance.
- | ~~10.12~~. Research, prepare and represent cases at public hearings and cases referred to the King County Prosecuting Attorney.
- | ~~11.13~~. Prepare cases referred for abatement.

**Knowledge/Skills (These are entry requirements and may vary by position.)**

- | Knowledge of zoning, clearing, grading, building, housing, critical areas, shorelines and environmental codes.
- Knowledge of basic grading, building and development practices.
- Knowledge of basic evidentiary requirements.
- Communications skills (oral and written).
- Skill in making public presentations.
- Skill in effectively dealing with stressful situations.
- Skill in reading and interpreting building plans and plat maps.
- Skill in researching property features, zoning, ownership and legal descriptions.
- Skill in using personal computers and office terminals.
- Skill in mediating disputes and negotiating compliance.

**Licensing/Certification Requirements**

Washington State Driver's License.

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**EEO Code**

MSA: 03 / PS: 3

**FLSA Designation**

Non-Exempt

**Worker's Comp Code**

**Class History**

Updated 2/2003