

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **CODE ENFORCEMENT OFFICER-TRAINEE**

Spec No. 3017

#### **BASIC FUNCTION**

To learn all aspects of enforcing the provisions of the county building, fire, zoning, grading, platting, shoreline and right-of-way use ordinances, and all aspects of conducting on-site inspections of building and land use.

As a trainee, an employee is expected to advance to the levels of skill and knowledge required of a Code Enforcement officer.

#### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Participates in, satisfactory progresses through and successfully completes the Code Enforcement officer on-the-job training program; receives training and instruction covering work related codes, ordinances, resolutions, legal opinions, regulations, policies and procedures governing building and zoning.
2. Learns to assess, evaluate and confirm alleged code violations.
3. Assist the public by interpreting applicable code requirements; advises the public about violations and how to correct violations to secure compliance.
4. Works with and assists Code Enforcement Officers as directed; performs less complex investigations and reviews completed work with assigned supervisor prior to final sign-off.
5. Attends courses of instruction intended to develop employees capabilities and/or develop greater proficiency as an inspector.
6. Performs related duties as required.

#### **MINIMUM QUALIFICATIONS**

Two (2) years of related experience, preferably in the areas of local government planning/community development permit administration, permit processing, plan check, or inspection; OR, two (2) years related experience in the building trades; OR, two (2) years related experience within the real estate profession, a title company, or an engineering/surveying firm; OR, two (2) years related experience conducting investigative work within the fields of insurance, or civil/criminal law; OR, any equivalent combination of training, and/or experience that provides the required knowledge and abilities. Must pass job related tests.

#### **SPECIAL REQUIREMENTS**

A valid Washington State Driver's License is required for employment.

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#### KNOWLEDGE AND ABILITIES

Knowledge of:

- building, zoning, platting, grading, and shoreline codes;
- construction materials, methods and stages of construction;
- field investigative methods and techniques;
- real estate records research.

Ability to:

- enforce laws, codes, ordinances and regulations with firmness, tact and equity;
- independently identify and define related deficiencies or hazards and recommend effective remedial measures;
- maintain necessary records and prepare required reports;
- establish and maintain effective work relationships with superiors, peers, associates and the general public;
- communicate effectively both orally and in writing;
- make decisions under pressure;
- read, interpret and apply building, zoning, platting, grading and shoreline codes, rules, regulations, laws and procedures;
- learn Snohomish County zoning, construction and grading codes.

#### SUPERVISION

Employees are closely supervised by the Code Enforcement Supervisor or a Code Enforcement Officer during initial stages of training. When assigned to cases they receive general supervision. The employee carries out recurring duties on his/her own initiative and receives additional, specific instructions when new or unusual situations occur. Work may be spot-checked to ensure timely completion and accuracy.

#### WORKING CONDITIONS

The work is performed both indoors and outdoors in all types of weather at work sites throughout the county. The work may involve working at considerable heights, in confined spaces such as crawl spaces, or from ladders or scaffolding.

Employees may be required to work evenings, weekends and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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Class Established: May 1989 440467

Revised: March 1990

EEO Category: 3 - Technicians

Pay Grade: 238 - Classified Pay Plan

Workers Comp: 1501 Hazardous