

Job purpose and summary

The purpose of this position is to track, monitor and enforce county code requirements and conditions of approval to a variety of conditional uses, which includes the implementation of the county’s Monitoring and Enforcement section of the Surface Mining Overlay ordinance.

Conditional uses are obligated to operate in accordance with county code regulations, standards and conditions found necessary to protect the interest of the surrounding properties or neighborhood or the county as a whole. Specifically, with the Surface Mining Overlay ordinance, county staff is responsible for ensuring compliance with conditions of approval; reviewing operating requirements and standards for each condition of approval; reviewing the methodology for determining compliance with requirements and standards; conducting a periodic performance review of permit requirements and standards; and inspecting the mining facility at least once a year to assess the accuracy and effectiveness of the monitoring program.

This employee will perform duties related to the enforcement of county codes and land use conditions of approval in an **enforcement** capacity, primarily for land uses approved through the conditional use permit (CUP) process.

Responsibilities and duties include, but are not limited to: conducting field investigations; communicating with citizens and conditional use permit holders; gathering pertinent information; preparing written reports; analyzing and interpreting the applicable codes and land use decision conditions; determining appropriate enforcement action; and pursuing legal remedies.

Contacts occasionally are adversarial and the employee must use skill, judgment and discretion to resolve both technical and interpersonal problems to obtain compliance with codes and land use decisions. The employee will have some subject matter expertise and coordinate with various county departments and state agencies to monitor conditional use projects.

The employee will establish and maintain a database via “permit assignment” in a permit system for legacy projects. Legacy projects operate over several years and have potential ongoing impacts to the surrounding area or include operational conditions and requirements affecting the surrounding area.

The employee will receive direction from the Director of Environmental Services or his/her designee.

Key or typical tasks and responsibilities:

- Emphasize monitoring and enforcement of conditional uses, including mines, quarries, gun ranges and private event facilities.
- Meet with permits holders, individuals and citizen groups to discuss code violations, explain intent of codes and work to gain compliance.

- Perform field inspections to verify compliance with permit conditions; assists citizens by explaining county codes, regulations and requirements. Be able to clearly explain technical information.
- Communicate with permit holders and affected neighbors to obtain compliance with designated code violations. Enforcement could include violation letters, Notice and Orders, STOP WORK orders, citations and liens against property. Develop and maintain good working relationships.
- Coordinate with other departments and agencies for consistency and predictability in code interpretations and compliance actions.
- Prepare case documentation; research records and legal descriptions; establish written and pictorial evidence to confirm alleged violations.
- Prepare required reports and present them and evidence at Hearings Examiners Appeal Hearings and court trials. Have excellent written and verbal skills.
- Determine what enforcement follow up is necessary for compliance, and assign clerical staff preparation of related code enforcement documents. Have knowledge of local codes, regulations and legal process to enforce them.
- Help review and develop amendments to county codes.

Qualifications

- Bachelor's degree in a related field. (took out specifics)
- Three years of related field experience, including direct contact with the public
- Possess, or have ability to obtain, a valid driver's license at the time of hire

Additional qualifications

- **Professional certification:** The Code Enforcement Officer must obtain American Association of Code Enforcement Zoning Inspector or Building Code Inspector certification within two years of hire date. An incumbent who fails to obtain one of the certifications within two years will be considered "below expectations" in performance and subject to corrective action and/or discipline, including potential termination, for failure to achieve performance standards.
 - Excellent organizational skill; ability to work independently and on numerous cases simultaneously
 - Physical ability to walk, hike and climb in all types of terrain for some distance
 - Be a safe driver

Preferred qualifications

- Background in habitat and/or environmental regulation is highly desirable
- Conflict management and conflict resolution