

**City of Ferndale
Employment Opportunity
Code Compliance Officer**

Jurisdiction: City of Ferndale
Job Title: Code Compliance Officer
Employment Type: Full Time
Starting Salary: \$5,628/month
Salary Range: \$5,628 - \$6,690/month
Benefits: Medical, Dental, & Vision
Washington State Public Employee Retirement System (PERS)
Generous sick leave/vacation accruals, plus 15 paid holidays per year

Closing Date: Open until filled.

REPORTS TO: Designated Supervisor	DEPARTMENT: Community Development	CLASSIFICATION: Non Exempt/Teamsters Public Works Unit
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JOB SUMMARY:

This entry-level position acts as the primary contact for enforcement of civil violations and/or complaints related to the Ferndale Municipal Code. The code compliance officer is responsible for investigating complaints, initiating code enforcement activities, and processing violations to point of resolution. The code compliance officer focuses on land use, building, public works, and nuisance violations.

ESSENTIAL FUNCTIONS:

- Acts as the City's primary non-criminal code compliance officer.
- Responds to and investigates complaints and observed violations of the Ferndale Municipal Code (FMC) and Revised Code of Washington (RCW).
- Coordinates with the Community Development Department, Public Works Department, Police Department, and other City Departments to determine the extent of violations, and appropriate remedies and/or resolutions in a consistent manner..
- Works to resolve violations utilizing warnings, civil penalties, and other available means for infractions and ordinance violations as directed by the FMC.
- Addresses critical areas, zoning, building, public works, and stormwater violations using the City's compliance process.
- Addresses complaints regarding public health hazards (nuisance properties), vegetation, and the storage of junk, trailers, motor vehicles, motor homes, and boats.
- Coordinates enforcement activities with regional, state, and federal agencies when appropriate.
- Maintains accurate, organized, up-to-date files, and evidence necessary to support enforcement activities.
- Creates and tracks code enforcement activities within the City's permit tracking system.
- Respects the privacy of individuals and businesses during the code enforcement process, and assumes innocence until a violation has been confirmed.

ADDITIONAL WORK PERFORMED:

- Coordinates enforcement activities with the Ferndale City Attorney, Ferndale Prosecuting Attorney, and the Ferndale Hearings Examiner when necessary.
- May be required to testify before the Hearings Examiner and at trials or other regulatory bodies.
- Covers the front counter and assists with responding to requests for information from the public.
- As time permits patrol for graffiti, for litter, junk, and nuisances which create a health safety hazard.
- Performs other duties and responsibilities as assigned.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Experience reacting to dynamic situations in unfamiliar settings.
- Must become certified in ACCESS Level I within 3 months of hire date.
- Prior knowledge, or ability to develop an understanding of the RCW and the Ferndale Municipal Code.
- Prior knowledge, or ability to develop an understanding of the development process as it relates to planning, permitting, construction, and the protection of natural resources.
- Ability to use good judgment and appropriate initiative, make reasoned and proper decisions, within scope of knowledge, quickly and objectively in urgent situations.
- Strong customer service and communication skills, including face-to-face, telephone and written communications.
- Ability to understand and accurately explain City services, procedures, and technical information to individuals with various levels of knowledge and understanding.
- Drafts, types, copies, and distributes paperwork with minimal direction.
- Ability to maintain confidentiality and security of information.
- Ability to maintain files and complete necessary forms/reports.

NECESSARY SPECIAL REQUIREMENTS:

- Requires a high school diploma or GED.
- Satisfactory completion of college-level course work or special study in planning, building and/or fire code inspections, building plan review, criminal justice, a related field, or three years of equivalent experience.
- Previous work in a public-sector office environment, law enforcement agency, or related industry is highly desired.
- Valid Washington State driver's license and insurable under City requirements.
- Criminal convictions: Felony convictions are disqualifying. Misdemeanor arrests and/or convictions will be reviewed on a case by case basis. Physical ability to perform essential functions of the job.
- Working knowledge of offices practices and procedures, including the use of the Microsoft Office suite.

Ability to successfully complete pre-employment testing such as, polygraph examination, psychological evaluation, credit checks, position examination, and an oral examination.

WORKING CONDITIONS:

Work is performed outdoors and indoors at City Hall and the Police Department. The CCO is a 40-hour, full-time position consisting of five eight-hour days. A City-issued polo shirt, vest, or jacket shall be worn in the field at all times.

The statement contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically require and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas, to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. At its sole discretion, the City of Ferndale may consider combinations of education, experience, certifications, and training in lieu of specifically required qualifications contained herein.

The City of Ferndale policy is to provide equal opportunity in all terms, conditions and privileges of employment for all qualified applicants and employees without regard to race, color, creed, religion, gender, sexual orientation, age, national origin, marital status, disability, or veteran status.

TO APPLY:

- Submit letter of interest, [completed job application](#), and resume by mail:
City of Ferndale, PO Box 936, Ferndale, WA 98248 Attention: Susan Duncan.
- Or email: susanduncan@cityofferndale.org

Closing date: Open until filled. Only complete applications will be considered.

The City of Ferndale is an Equal Opportunity Employer.