



City of Spokane Valley

Employment Opportunity

Position: Code Enforcement Officer

ABOUT THE CITY: Spokane Valley is a city with a population of over 106,000 located on the eastern border of Washington State in the heart of the Inland Northwest. We pride ourselves on quality neighborhoods and schools, along with strong business and retail centers. Friendly people, natural surroundings and beautiful weather are part of what makes our community a favorite destination. Spokane Valley is developing a high-performing organization and employs the use of best practices. We are a workforce based upon loyalty, accountability and professionalism. We place a high value on customer service, and take a team-oriented, collaborative approach to the way we do business. If working for a fast-paced, evolving organization appeals to you, and you desire a work environment that is intellectually stimulating, respectful and rewarding, we urge you to complete an application.

ABOUT THE POSITION: Spokane Valley is seeking a highly qualified and enthusiastic employee to serve our City as a regular, full-time Code Enforcement Officer. The ideal candidate will have exceptional professional skills and a strong desire to provide superior service to both internal and external customers.

SELECTED EXAMPLES OF DUTIES: Patrols or inspects all areas of the city to monitor for violations of local codes. Responds to complaints of potential code violations relating to signage, building occupancy, nuisances, hazardous sidewalks or other conditions, housing conditions, construction, land use, zoning, animals, noise, dumping, clearing, grading, filling, polluting, or other code related matters. Conducts field investigations of potential violations; gathers evidence; questions or interrogates complainants, witnesses and suspects; compares facts to code requirements; makes findings; and issues warnings, correction notices, or citations. Meets with owners, tenants, contractors, developers, businesses, etc. to review and explain code requirements and violations or potential violations; secures code compliance. Drafts and distributes a variety of correspondence, memoranda, notices, flyers, brochures, media releases and reports relating to code enforcement issues and actions. Responds to requests for information or assistance in code enforcement related matters. Assists in obtaining, enhancing, preparing or presenting exhibits or other evidence in court as required. Maintains a variety of logs and records related to inspection and enforcement activities; prepares recommendations for amendments and additions to codes or regulations which relate to the position. Coordinates efforts with the police, planning, building and related departments, the prosecuting attorney, and other staff or agencies, as needed.

DESIRED MINIMUM QUALIFICATIONS: **Education and Experience:** Graduation from a high school or GED equivalent (AA or higher preferred) and two years of work experience related to code enforcement, social services, law enforcement, building inspection, land use, public administration or a related field. Equivalent combination of education and experience may be considered. **Necessary Knowledge, Skills and Abilities:** Working knowledge of investigative practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to various land use, nuisance and public safety codes; working knowledge of inspection techniques; Demonstrated ability to problem solve and to providing excellent customer service and public relations skills. Ability to effectively communicate and interact with the general public and enforce regulations, tactfully and impartially.

SPECIAL REQUIREMENTS: Must possess a valid State driver's license or have the ability to obtain one prior to employment. Successful completion of a background check, including a criminal check, and pre-employment physical are requirements of employment in this position at the City of Spokane Valley.

SALARY: Salary range is \$30.53 - \$46.21 per hour (Grade 14). This is a represented, FLSA non-exempt position.

BENEFITS: Health benefits are provided through the Association of Washington Cities Employee Benefit Trust. The City currently provides medical, dental, life, long term disability, vision, and Employee Assistance benefits. Holiday, vacation, and other paid leaves are provided. The required retirement system of the City is Washington Public Employee's Retirement System (PERS) which requires an employee contribution. The City does not participate in Social Security. However, the City has adopted an ICMA-RC 401(A) Social Security substitute plan with the same contribution rates as FICA. All positions in the City are considered at-will.

TO APPLY: Interested and qualified persons are invited to submit a complete City application resume, cover letter and list of five (5) work-related references via our Online Application System at spokanevalley.org - click on Jobs.

APPLICATION DEADLINE: Apply Immediately. Posted June 1, 2023. Position open until filled. First review of application after 4:00 pm June 12, 2023.