

Code Enforcer

City of Marysville Administration Department

Position Summary

Under the supervision of the Building Maintenance/Zoning Inspector, the Code Enforcer is a non-exempt position under FLSA. The employee in this position will perform technical, skilled, semi-skilled and unskilled tasks. Duties include dealing with the general public. The position is also responsible for enforcing city codes by inspecting properties. This position should possess excellent communication, organizational, and public relation skills.

Essential Functions

- Enforcement through inspections of resident properties;
- Issues nuisance, weeds, and inoperable vehicle code violation notices;
- Responsible for keeping and maintaining all records and reports for nuisances;
- Communicates with residents to establish timelines for remediation of code/nuisance violations;
- Speaking at council meetings as needed to follow up on nuisances;
- Follows department policies and procedures;
- Follows safety procedures and practices.

Marginal Functions

- Assists Building Maintenance/Zoning Inspector with projects, utility inspections, permits, etc.;
- Assists other city departments as needed;
- Helps remediate nuisances;
- Performs other duties as deemed necessary.

Supervisory Responsibilities

None

Required Education and Experience

High school diploma or general education degree (GED).
Intermediate computer skills.

Preferred Education and Experience

Customer service experience.
Preferred Code Enforcement Certification issued by International Code Council.

Specific Skills

- **Language Skills** - Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to communicate well with property owners, contractors, subcontractors, and others to secure compliance with appropriate codes, laws, ordinances, rules, and regulations.
- **Mathematical Skills** - Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- **Reasoning Skills** - Ability to solve practical problems. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- Technical Skills – Thorough knowledge of city’s codes and related policies, rules, regulations, processes, and procedures; and comprehensive knowledge of the health and safety hazards in improper methods and procedures.

Physical Demands

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; risk of electrical shock and vibration. The noise level in the work environment is usually loud.

Signature/Approval

Employee

Date

Supervisor

Date

City Administrator

Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.