

JOB TITLE: Code Enforcement Officer II
EMPLOYEE:
VRC: Kyle Pletz

DOT #:168.367-022
CLAIM #



KING COUNTY ON SITE JOB ANALYSIS

JOB TITLE Code Enforcement Officer II

JOB CLASSIFICATION Code Enforcement Officer II

DOT TITLE Code Inspector

DOT NUMBER 168.367-022

DEPARTMENT Development and Environmental Services

DIVISION Code Enforcement

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 8

JOB STATUS Full time career service, non-exempt, Local 17.

ADDRESS OF WORKSITE

900 Oaksdale Ave. SW
Renton, WA 98055-1219

CONTACT'S NAME Deidre Andrus

CONTACT'S PHONE 206-296-6656

CONTACT'S JOB TITLE Code Enforcement Supervisor

DATE COMPLETED 12/14/01

VRC NAME Jeff Casem

Date Revised 9/28/09

WORK HOURS , 40 hour per week,. Two fifteen-20 minute breaks and one, half-hour lunch break per day. Core hours 9:00am-3:00pm.

OVERTIME

Rare

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JOB DESCRIPTION

The responsibilities of the journey-level position include researching and investigating complaints involving violations of zoning, housing and building codes and ordinances, working with property owners, contractors and other King County and Government departments to bring buildings and properties into compliance with applicable codes. Incumbents will conduct meetings to evaluate and resolve code enforcement disputes and problems, and represent the County at public hearings and neighborhood meetings.

ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write and communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgement.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

JOB SPECIFIC REQUIREMENTS

Ability to read and interpret codes, building plans and plat maps. Skill in researching property features, zoning ownership, and legal descriptions. Basic knowledge of evidentiary requirements. Skill in using personal computers, office terminals and cameras. Skill in communication, including oral, written, and public presentations. This includes communicating with people who may be uneducated, mentally deficient, emotionally or financially distraught and/or uncooperative. Graduation from high school or GED equivalent and three years of applicable work experience which includes, but is not limited to construction, inspection, investigation, code compliance, one year of which should be at that level of a Code Enforcement Officer I; or any equivalent combination of education and experience. Must possess a valid Washington State driver's license and successfully pass a pre-employment physical examination.

ESSENTIAL FUNCTIONS Listed in order of importance

1. Enforce building codes, zoning codes, Housing Codes, Sensitive-Area Codes, Uniform Codes, the King County Shoreline Master Program, Endangered Species Act, Plat Restrictions, Surface Water Management, Public Right of Way and King County Codes.
2. Investigate complaints, including site inspections, assessment of violations, interviews of involved parties, and photographic records for evidence in hearings and trials.

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3. Determine the validity and nature of the violations, the impact on the environment and/or public, and the course of action needed to resolve the violations.
4. Negotiate compliance with applicable codes and ordinances.
5. Research zoning and history of properties to determine ownership, improvements and preexisting uses.
6. Prepare correspondence to complainants, violators, lawyers, and other agencies and for response to public inquiries.
7. Identify wetlands and sensitive-areas, and perform basic wetland and steep slope delineation.
8. Conduct regular inspections of properties to monitor progress towards compliance and to make record of progress and assess penalties as required to secure compliance.
9. Research, prepare and represent cases at public hearings and cases referred to the King County prosecuting Attorney.
10. Prepare cases referred for abatement and/or legal actions.

TOOLS, MACHINES, EQUIPMENT, PRODUCTS, AND SERVICES USED

Automobile, measuring equipment, files, clipboard, amber light for car, steel toe boots, camera and film, cell phone, field stapler, case field books for routing, flashlight, hard hat, PIR, contract manual, range finder, computer, telephone, fax machine, copy machine, telephone, and respirator.

PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time

Occasionally = occurs 1-33% of the time

Rare = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

This job is classified as

Light

Standing

Occasionally on multiple surfaces that may include flat carpet, gravel, rocks, vegetation, dirt, mud, grass, substandard structures, and wet or frozen ground for 20 minutes to one hour at a time for up to 3 hours total in a work shift. Most commonly occurs while measuring, observing, surveying, and taking pictures of properties.

Walking

Occasionally on multiple surfaces that may include flat carpet, gravel, rocks, vegetation, dirt, mud, grass, substandard structures, and wet or frozen ground for 5-20 minutes at a time for up to 2 hours total in a work shift. Walking most

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commonly occurs while measuring, observing, surveying, and taking pictures of properties.

Sitting

Frequently on office chair or car seat for one to two hours at a time for up to 7 hours total in a work shift. Most commonly occurs while performing computer work or driving.

Climbing stairs

Occasionally for one minute at a time, for up to 1 hour total in a work shift. Most commonly occurs while climbing up stairs to inspect buildings and homes.

Climbing

Occasionally on a ladder to heights of 10 feet for 15 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while inspecting attics or other areas in high places. May have to stand on the ladder for up to five minutes at a time.

Bending/Stooping

Occasionally on flat carpeted surfaces for 5 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while removing files from file cabinet, inserting paper in to copy machine, inspecting crawl spaces and attics, and measuring properties.

Kneeling

Rare on grass, dirt, gravel, flat carpeted, or wood surfaces for 30 seconds at a time for up to 10 minutes total in a work shift. Most commonly occurs while removing files from file cabinet, inserting paper in to copy machine, inspecting crawl spaces and attics, and measuring properties.

Crouching

Occasionally on flat carpeted surfaces for 5 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while removing files from file cabinet, inserting paper in to copy machine, inspecting crawl spaces and attics, and measuring properties.

Crawling

Rare on grass, dirt, or gravel surfaces for distances of 10 feet for 10 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while inspecting crawl spaces or small attics.

Operating Controls with Feet

Frequently for up to 4.5 hours at a time for up to 7 hours total in a work shift while driving to code inspection sites.

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Reaching above shoulder height

Rare for 2 minutes at a time for up to 15 minutes total in a work shift while measuring, checking for dry rot on structures or moving aside brush to walk through dense vegetation.

Reaching at knee to waist height

Occasionally to Frequently for 4 minutes at a time for up to 15 minutes total in a work shift while using measuring equipment.

Reaching at floor to knee height

Occasionally to Frequently for 4 minutes at a time for up to 15 minutes total in a work shift while using measuring equipment.

Lifting 1-10 pounds

Occasionally for 5 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of five to ten pounds while lifting files, field stapler, and measuring equipment.

Carrying 1-10- pounds

Occasionally for 5 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of five to ten pounds while carrying files, field stapler, and measuring equipment.

Lifting 11-20 pounds

Occasionally for 5 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of fifteen pounds while lifting multiple files and briefcase.

Carrying 11-20 pounds

Occasionally for 5 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of fifteen pounds while carrying multiple files and briefcase.

Lifting 21-50 pounds

Occasionally for 5 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of up to 30 pounds while lifting multiple files in box or briefcase.

Carrying 21-50 pounds

Occasionally for 5 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of up to 30 pounds while carrying multiple files in box or briefcase.

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Pushing and Pulling

Occasionally for 5 seconds at a time with a force of 10-20 pounds for up to 20 minutes total in a work shift while opening gates, doors and moving various objects on inspected property i.e., may need to move a piece of wood to take a measurement.

Handling

Occasionally for 2 hours at a time for up to 6 hours total in a work shift while using measuring equipment, carrying briefcase, using field stapler, and holding on to steering wheel of an automobile.

Operating Controls with Hands

Continuously for 4.5 hours at a time for up to 8 hours total in a work shift while driving an automobile and using a field stapler, caution tape, cell phone, camera, range finder, copy and fax machine, and measuring equipment.

Fingering

Frequently for 2 hours at a time for up to 8 hours total in a work shift while using computer keyboard to compose correspondence, research code information, enter log notes, and while using telephone.

Talking

Frequently for 30 minutes at a time for up to 6 hours total in a work shift while conversing about duties, receiving directions and instructions, and speaking with owners of properties, various government officials, and representing the department in public meetings.

Hearing

Continuously for 2 hours at a time for up to 10 hours total in a work shift while conversing about duties, receiving directions and instructions, and speaking with owners of properties, various government officials, during phone conversations, during meetings and while driving.

Near acuity—clarity of vision at 20 inches or less

Frequently for 2 hours at a time for up to 8 hours total in a work shift while composing correspondence, entering log notes, and researching code information on a computer.

Far acuity—clarity of vision at 20 feet or more

Frequently for 4.5 hours at a time for up to 7 hours total in a work shift while visually inspecting properties for code compliance.

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Depth perception—three dimensional vision

Frequently for 4.5 hours at a time for up to 7 hours total in a work shift while navigating uneven ground and unmarked hazards while inspecting properties for code compliance and while driving.

TEMPERAMENTS

Directing, controlling, or planning activities of others: Frequently
Influencing people in their opinions, attitudes, and judgements: Continuously
Performing a variety of duties: Continuously
Expressing personal feelings: Occasionally
Working alone or apart in physical isolation from others: Frequently
Working effectively under stress: Continuously
Attaining precise set limits, tolerances, and standards: Continuously
Working under specific instructions: Frequently
Working with others: Frequently
Making judgements and decisions: Continuously

ENVIRONMENTAL FACTORS

Work is performed in a wide variety of areas that can range from substandard living conditions and structures to an office environment. Substandard living conditions may expose the worker to unsanitary or potentially harmful conditions that may include: trip hazards, uneven and rocky stream channels, disease, illegal drug labs, collapsing structures, cesspools, animal bites, flea and insect infestation, booby traps, threat to bodily harm, and asbestos. The noise level varies from quiet to loud depending on the location of inspection.

Workers are exposed to

Outside weather: Occasionally
Extreme cold: Occasionally
Extreme heat: Occasionally
Wet: Occasionally
Fumes: Occasionally
Odors: Occasionally
Humidity/dampness: Occasionally
Fumes: Occasionally
Odors: Occasionally
Dusts: Occasionally
Mists: Occasionally
Gases: Rare
Poor ventilation: Occasionally
Toxic or caustic chemicals: Rare

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Signature & title of evaluator

Date

Signature & title of contact

Date

Signature & title of employee

Date

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HEALTH CARE PROVIDER SECTION

Check all that apply

☐ The employee is released to perform the described duties without restrictions on performance or work hours.

☐ The employee is released to perform the described duties on a reduced schedule. The recommended schedule is:

☐ Temporary until _____ ☐ Permanent as of _____

☐ The employee is released to perform the described job with the following modifications:

☐ Temporary until _____ ☐ Permanent as of _____

☐ The employee is not released to perform the described duties due to the following job functions:

☐ Temporary until _____ ☐ Permanent effective _____

☐ The employee is unable to work in any capacity.
A release to work is: ☐ anticipated by _____ ☐ Not expected

The limitations are due to the following objective medical findings:

Printed or typed name and phone number of Health Care Provider

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Signature of Health Care Provider

Date