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###### **Class Title: Code Compliance Technician**

###### **Pay Grade: \_\_\_**

###### **FLSA Designation: Non-Exempt Established: 3-09**

###### **Revised: 12-22**

The primary function of an employee in this class is to investigate complaints and ensure compliance with adopted Teton County codes, ordinances, and regulations including land use, zoning, building, dark skies,, addressing, signage, wildfire mitigation, wildlife regulations, public nuisances, illegal dumping and other health and safety regulations. Other duties include conducting research, writing letters, reviewing conditional use permits and documenting and mapping code compliance issues. The job requires a high level of customer service and communication skills to investigate and respond to complaints and respectfully address compliance deficiencies with land owners. The work is performed under the direct supervision of the County Administrator but includes training, direction, and collaboration with multiple county departments. Some latitude is allowed for independent judgment and initiative. The principal duties of the position are performed in a general office environment and include field inspections with exposure to all weather conditions. Some evening, early morning or weekend work may be required.

#### Essential Functions

* Responds to complaints and code enforcement issues as directed by the County Administrator in conjunction with the Public Works Director, Planning Administrator, Building Official, and GIS Manager.
* Investigates complaints for suspected violations of zoning, land development, building codes, and other local regulations, determines the nature of the violations, advises complainant of enforcement actions and schedule, and works with violator to gain voluntary compliance;
* Conducts field investigations of violation reports and complaints, takes pictures for case file, and prepares reports of findings and actions;
* Ascertains and gathers facts related to code violation complaints and researches applicable ordinances, codes, laws and regulations;
* Administers preliminary sanctions; issues courtesy notices, correction notices and stop work orders to ensure compliance;
* Administers infractions, and in some instances works with law enforcement and the Prosecutor’s office on misdemeanors.
* Conducts follow-up investigations to ensure compliance with applicable codes and ordinances;
* Generates and maintains accurate documentation that will support the County’s position in a court of law, including report writing, case preparation and management, and citation writing. Documentation includes but is not limited to case notes, conversations, photographs, formal correspondence and timelines for reaching compliance;
* Tracks and reviews all conditional use permits for compliance on an annual basis
* Responds to citizens’ questions and comments in a courteous and timely manner;
* Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

### Requirements:

Knowledge of:

* Basic principles and practices of planning, zoning and community development;
* Knowledge of County government; criminal justice system; laws of search and seizure; due process; and the impact of code enforcement actions.
* Customer service and public relations procedures and techniques;
* Conflict resolution and negotiation techniques.

Ability to:

* Read, interpret, explain and apply laws, resolutions, ordinances, codes, and contracts related to the functions of the department;
* Read GIS maps;
* Prepare, review, and maintain files, records, reports, and correspondence, determining content and follow-up, if required
* Maintain strict confidentiality and impartiality;
* Communicate effectively, both orally and in writing;
* Work with diverse clientele, including the ability to diffuse tense situations;
* Maintain effective working relationships with other County employees, supervisory personnel, state and local elected officials and the public;
* Prepare accurate and reliable reports, presentations and regulatory documents;
* Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
* Work independently and handle a variety of public interactions or situations with tact and diplomacy;
* Respond courteously to customer inquiries that are sometimes controversial or adversarial;
* Operate standard office equipment, a digital camera and a personal computer including program applications appropriate to assigned duties

**Acceptable Experience and Training**

* High school diploma or GED; and
* Two (2) years customer service experience preferred related to code enforcement, planning, building inspection, investigation, other closely related field preferred; or
* Any equivalent combination of experience and training that provides the knowledge and abilities necessary to perform the duties of this job.
* American Association of Code Enforcer certified or the ability to become certified.
* Valid Driver’s License

### Essential Physical Abilities

* Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand verbal instructions and to communicate effectively on the telephone and in person;
* Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, organize and maintain accurate files;
* Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and a motor vehicle;
* Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to lift or move objects that weigh up to 50 lbs.; to work in an office environment; and to maneuver around construction or field sites.
* Jobs in this class require performing repetitive hand movement in gripping, fingering, and hand/wrist/arm movements. Related job tasks may require walking, standing, climbing stairs, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.
* The work environment will include inside conditions, outdoor weather conditions, extreme temperatures and wet and humid conditions;
* Employees will also drive a vehicle as part of this position;
* The physical effort characteristics and working environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Job Announcement

**THIS IS TETON COUNTY**

Beautiful mountains, a close-knit community, and a workplace that cares individually about you are just a few of the advantages of forwarding your career at Teton County.  In fact, our Vision is "Cultivating Community to Enrich Lives." So, if you would like to be part of a group of people who care about this Vision, and you want to positively impact a community and its people, please keep reading!

**WHO WE ARE LOOKING FOR**

Does seeing an improperly framed door or window drive you bananas? Do you have the kind of attention to detail that can notice a good job from a bad job? Are you an experienced builder that wants to contribute to the Teton Valley Community for generations by ensuring that structures going up are safe and will last? If so, then we want you to be our Code Compliance Technician.

Here is some experience and skills we are looking for:

* High school diploma or GED; and
* Two (2) years customer service experience preferred related to code enforcement, planning, building inspection, investigation, other closely related field preferred; or
* Any equivalent combination of experience and training that provides the knowledge and abilities necessary to perform the duties of this job.
* American Association of Code Enforcer certified or the ability to become certified.
* Valid Driver’s License

This position reports to the County Manger, and works closely with the Building Official and the Planning Administrator.

**THE REWARDS**

* A thriving workplace where what YOU do matters
* Professional growth and training
* Alternative work schedules that meet our citizens’ needs and your lifestyle
* Idaho PERSI pension so you can enjoy retirement
* Robust health and dental insurance
* 13 days of Paid Time Off, 12 holidays, and sick leave days
* $24 /Hour
* Lots of potlucks, incredible mountain views, and a workday that is meaningful