

**BANNOCK COUNTY**  
**CLASS SPECIFICATION**

**CODE ENFORCEMENT/ADMINISTRATIVE SUPPORT**

Department: Solid Waste  
FLSA Designation: Non-exempt

Pay Grade: 6  
Effective Date: 03/08, 8/09

**Purpose of Class**

Performs duties to ensure compliance with County ordinances and regulations pertaining to environmental hazardous waste, air pollution and other nuisances; performs administrative duties to assist in the Solid Waste office; performs related work as required.

**Primary Function**

This job has two primary functions: Approximately 50% of the job is to ensure compliance with County, state and federal ordinances and regulations and the other 50% is to provide administrative support assistance in the Solid Waste office. For Code Enforcement purposes, the job requires effective customer service and communication skills to respond to complaints, explain regulations, and seek compliance, sometimes in controversial situations. For administrative functions, the job requires attention to detail in entering time cards for the Solid Waste Department and assisting with other administrative duties. The work is performed under the direct supervision of the Solid Waste Manager. The principal duties of the position are performed in the field, which requires driving to various locations, and in a general office environment.

**Essential Duties and Responsibilities (will vary by assignment)**

- Responds to complaints and code enforcement issues from the public in person and on the telephone;
- Ensures compliance with the County solid and hazardous waste, environmental, public nuisance and related ordinances;
- Inspects and investigates damage to County property;
- Investigates complaints, photographs and writes reports of the nature of the violations and ownership of the property involved;
- Advises complainant of enforcement actions and schedule;
- Works with violators to gain voluntary compliance;
- Develops and maintains information files of inspections;
- Drafts letters of warning and provides resources to residents in violation to help them avoid litigation;
- Coordinates investigative and cleanup efforts with County, private party, community and state and federal agencies;
- Issues citations in the enforcement of ordinances and regulations;
- Initiates legal proceedings in coordination with the County Prosecutor and Sheriff;

- Writes reports of investigation including conclusions and recommendations relating to violations;
- Presents testimony and evidence in court hearings;
- Performs a variety of administrative functions for the Solid Waste Department;
- Enters timecards and maintains data;
- Enters data, tracks, monitors, and prepares reports related to landfill operations;
- Performs educational outreach efforts for solid waste issues, code enforcement and recycling;
- Performs all work duties and activities in accordance with County policies, procedures and safety practices.

#### **Other Duties and Responsibilities**

- Works in the Landfill Scale House as needed;
- Performs other related duties as required.

#### **Competency Requirements**

Knowledge of:

- County, state, and other applicable public nuisance, solid waste, environmental hazardous waste and air pollution codes and ordinances;
- Public relations and education, communication, and customer service principals, techniques, and objectives;
- Investigative methods, techniques, and objectives, including documentation and record-keeping;
- Mitigation and enforcement methods and techniques, including notification, voluntary compliance, administrative hearing, and legal proceedings;
- Conflict resolution methods.

Ability to:

- Investigate and document code and ordinance violations;
- Remain calm and professional when dealing with angry and/or frustrated customers;
- Maintain strict confidentiality and impartiality;
- Tactfully explain guidelines, regulations, and policies;
- Impartially but firmly enforce codes, ordinances, and regulations;
- Prepare written reports and documents and maintain comprehensive records and files, including under pressure of legal and time-sensitive deadlines;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Operate a motor vehicle;
- Communicate effectively and establish and maintain effective working relationships with other governmental offices, various agencies and associations, other employees and the public, including in difficult and sometimes adversarial circumstances.
- Communicate effectively both orally and in writing.

**Acceptable Experience and Training**

- High school diploma or GED equivalency is required; and
- Two (2) years experience in ordinance violation investigations is required; or
- Two (2) years experience working in a Solid Waste environment; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern 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 inspect properties for code/ordinance violations, enter data into appropriate databanks and record fields, comprehend written work instructions, prepare, organize and review documentation and related materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a motor vehicle, a personal computer and standard office equipment;
- Sufficient personal mobility, flexibility, agility, and balance, ability to sit or stand for long periods of time, with or without reasonable accommodation, which permits the employee to drive a motor vehicle, conduct field inspections and work in an office environment.