



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Planning Code Enforcement Officer

****Re-Advertise****

OPEN: November 08, 2022

EXEMPT: Yes

SALARY: (10) \$28.85-\$32.32/hr. DOE

SHIFT: Day

LOCATION: Planning Building

DURATION: Regular Full-Time

CLOSES: Until Filled

JOB CODE:

DIVISION: Code Enforcement

DEPARTMENT: Planning

SUPERVISOR: Planning Director

VACANCIES: 1

JOB SUMMARY: Position ensures the compliance of zoning related ordinances, public nuisance abatements, building codes, property maintenance, abandoned and inoperable vehicles and other issues relating to the health, safety, and general welfare of the community for public, and private residential, commercial, and industrial property; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; and performs related duties as required.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Enforces the Nation's land use codes.
2. Coordinates with Planning, Public Works, Police Department, and other internal and external agencies as necessary to secure compliance with the Nation's codes when enforcement becomes necessary.
3. Performs systematic site inspections of properties and building structures to ensure compliance with all applicable codes and regulatory requirements; enforces all aspects of the Nation's codes and ordinances.
4. Inspect, or coordinate with Permit Planner to inspect structures for determination of soundness and consideration for condemnation.
5. Performs the duties of the Permit Planner when necessary.
6. Inspects properties for sign permit approval conditions.
7. Manages contractors for the cleanup of sites that may include hazardous waste and vehicles.
8. Investigate citizen complaints of code violations; investigate obvious code violations observed during site investigations; determine appropriate action to be taken; locate property ownership information and County Assessor's parcel information; research legal information for property owners, mortgage holders, and interested parties; issue warnings, letters, and citations as appropriate; conduct follow-up investigations and take additional actions until cases are resolved and files are closed.

9. Develop and maintain detailed case files with a numbering system and case log; maintain complete records of all cases including ownership information, all communications and action taken with names, dates, and times, before and after photographs as needed, and copies of all documents and information.
10. Organizes own work, sets priorities, and meets critical deadlines.
11. Communicates information regarding violations, code requirements and necessary steps to correct for compliance. Consults with owners and occupants regarding provisions of the Lummi Nation Code of Laws.
12. Develops legal cases with LIBC Office of the Reservation in code enforcement proceedings. Develops procedural remedies with legal staff to effectively use the legal system when dealing with repeat code violation offenders. Prepares case files for court actions including editing reports, maintaining inspection files, preparing chronologies and violation explanation.
13. Testifies at hearings regarding notices of violation or citations issued to code violators.
14. Review, develop and recommend procedures, schedules and code changes as needed to make the code enforcement program more effective and efficient.
15. Provides information and answers questions from the general public, other agencies, and departments regarding codes and enforcement issues.
16. Uses and maintains computer system to enter case information.
17. Performs other duties as assigned

MINIMUM QUALIFICATIONS:

- BA in Urban Planning
- Preference will be given to members of the American Institute of Certified Planners.
- 1 year of experience in municipal code enforcement or equivalent experience.
- Must be computer literate with proficiency in MS Office, EXCEL, ACCESS, and MS OUTLOOK.
- Must possess a Valid WA state driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of code enforcement principles, practices, and methods as applicable to Tribal government; working knowledge of applicable laws, standards and regulations relating to various land use, nuisance, and public safety codes.
- Knowledge of applicable state, federal and Tribal laws, rules ordinances and regulatory standards applicable to code enforcement work and responsibilities.
- Knowledge of investigative principles, methods, and techniques, as case management principles for the purpose of preserving evidence and establishing documentation and a written audit trail for legal purposes.
- Ability to motivate compliance with the Nation's land use codes and creatively assist violators with finding resources to correct violations is vital.
- Ability to read and understand site plans.
- Ability to apply technical knowledge and follow proper inspection techniques to determine whether structures should be considered for condemnation.
- Knowledge of record keeping, report preparation, filing methods and records management techniques.

- Ability to understand and utilize zoning maps, land use maps, plat maps and other documents related to real property.
- Ability to effectively communicate, both orally and in writing, and to advise on standard compliance methods.
- Ability to perform work with a minimum of supervision and to understand and follow instructions.
- Ability to establish and maintain effective working relationships with those contacted during work, including other departments and outside agencies.
- Ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction.
- Ability to show courtesy, tact and sensitivity to individual differences when dealing with people who are hostile, difficult and/or distressed.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy
- Position requires Criminal Background Check and ability to pass a federal background check for access the BIA TAAMS land records system.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov. For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.