



**CITY OF RIDGEFIELD**  
Invites applications for the position of:

**CODE ENFORCEMENT OFFICER**  
An Equal Opportunity Employer

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**SALARY RANGE:** \$26.57 - \$34.99/Hour depending on qualifications

**CLOSING DATE:** Position is open until filled. FIRST REVIEW on November 22, 2021

**CITY OF RIDGEFIELD**

Located in northern Clark County approximately 10 miles north of Vancouver, WA and 14 miles north of Portland, OR, Ridgefield is a rapidly growing community - the fastest growing in Washington State. The City encompasses nearly seven square miles, has a population of approximately 11,500, and offers a great community to live and work. Ridgefield's rolling hills, the picturesque Ridgefield National Wildlife Refuge, and historic downtown create a welcoming small town feel. And, the area offers an outstanding quality of life with affordable housing, excellent schools, extraordinary outdoor recreation opportunities, a rich history, a mild climate, wineries, unique shopping, restaurants, and much more.

**COMMUNITY DEVELOPMENT DEPARTMENT**

This position is in the Community Development Department and reports to the City's Community Development Director. The Community Development Department consists of a Planning Division and a Building Division that work together to implement the community's vision for the city, plan for the future, and regulate development. The City's growth and mission of the Community Development Department will create varied and interesting tasks and a challenging career opportunity for a qualified professional who would like to make a difference in an active community.

**POSITION DESCRIPTION**

The primary responsibility for this position is to develop and administer a proactive code enforcement program.

The code enforcement officer will also:

- Monitor and enforce a variety of applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, building codes, health and safety, graffiti, and other matters of public concern.
- Conduct field investigations and inspect properties for code violations.
- Receive and respond to complaints and reports from other agencies and departments on alleged violations of City zoning and related municipal codes and ordinances; interview complainant and witnesses; conduct investigations and provide recommendations for resolution.
- Assist in resolving complex and sensitive customer service issues, either personally, by telephone or in writing.
- Serve as a resource and provide information on City regulations to property owners, residents, businesses, the general public, and other City departments and divisions.

Code Enforcement Officer is a full time, regular, non-exempt position. The position is covered by the terms of the collective bargaining agreement between Teamsters Local 58 and the City of Ridgefield.

## **EMPLOYEE BENEFITS**

The City of Ridgefield offers a comprehensive benefits package which includes family and domestic partner health benefits such as medical, dental and vision. Coverage is provided through Regence Blue Cross Blue Shield or Kaiser. Other benefits include an Employee Assistance Program, long-term disability, paid holidays, vacation and sick leave. Retirement benefits are provided through Washington State Retirement System.

## **QUALIFICATION REQUIREMENTS**

The City is looking for a qualified code enforcement officer who is able to take on responsibilities with general supervision in a short time frame.

*Any combination of experience and education which provides the applicant with the level of required knowledge and abilities may be considered.*

1. **Education:** High School Diploma or equivalent.
2. **Experience:** At least three years of experience in code compliance or equivalent experience in a related field. One year of work experience involving a high level of public contact including some experience dealing with the public in an enforcement, inspection, investigation, or customer service capacity. Experience that includes the enforcement of municipal codes is highly desirable.
3. **Certifications/Licenses:** Possession of a valid driver's license and insurable driving record.

Individuals are expected to work in a manner consistent with the City of Ridgefield's Team Philosophy; work and act as a team player in all interactions with other City employees; provide a high level of customer service at all times; project and maintain a positive image with those contacted in the course of work; develop and maintain collaborative and respectful working relationships with team members and others; and, consistently provide quality service.

## **HOW TO APPLY:**

Interested candidates must submit the following materials:

1. A completed Application for Employment.
2. A cover letter explaining why the candidate is interested in the job position, strengths and weaknesses in the job, and a short summary of why the candidate is qualified for the position.

The Application for Employment can be submitted on-line at: <https://ridgefieldwa.us/government/job-opportunities>.

The final candidate will be required to successfully complete an interview process and background investigation.

More information about the Community Development Department and job opportunities are available on the City's website at [www.ridgefieldwa.us](http://www.ridgefieldwa.us) or by calling Human Resources at 360-887-3557.

***The City of Ridgefield is an equal opportunity employer committed to attracting and retaining a diverse mix of talented people who want to come, grow, and do their best work here. Together, we strive to create and maintain a working environment that is inclusive, equitable, welcoming and that provides the best possible services for our community.***

*This announcement is meant only as a general descriptive recruitment guide. It does not constitute either an expressed or implied contract and is not a complete description of the job.*