

JOB TITLE: **COMPLIANCE INVESTIGATOR**
DEPARTMENT: Planning
SUPERVISOR: Compliance Supervisor; Planning Director
SUPERVISION EXERCISED: None
EXEMPT STATUS: Non-exempt
LAST REVISION: July 2017

Job Scope

Summary: Performs investigative and reporting duties related to routine land use permit activities under the jurisdiction of Bonner County Planning Department as well as specific zoning and building complaints. Performs site inspections of new and existing structures for compliance with building location permits and other land use codes. Reviews installation of erosion control and/or stormwater management features associated with building location permits.

Other Information: Field work is typically recurring with occasional variances from the norm where regular independent judgment is required to apply standard practices and decision-making within clearly defined parameters. Involves routine functions associated with site reviews, report writing and documenting land uses based on complaints received, and documenting erosion control/stormwater. Works independently with infrequent supervision under the direct supervision of the Permit/Compliance Coordinator, Senior Planner II, and Planning Director. Communicates extensively with planning staff and the public and regularly with state agencies and the Prosecutor's Office. Work has moderate impact on the operations of the Planning Department with potential for noticeable impact on the County in its relations with the public and the need for error-free reporting and communications. Work is typically performed in a field environment. Involves extensive travel within the county.

Essential Functions

The essential functions include, but are not limited to, the following duties and responsibilities, which are not listed in any particular order of priority and may be amended or added to by the County at any time:

1. Reviews zoning complaint files to gain familiarity with nature of complaint.
2. Conducts field investigations of alleged complaints. Investigates and follows up on potential violations observed in the field.
3. Documents violations through inspections, photographs, and possible interviews with respondent and/or complainant. Provides written reports of findings of inspections. Writes letters to alleged violators explaining code violations and possible remedies. Prepares complaint summaries for the prosecutor's office for violations that remain unresolved.
4. Inspects the location and use of new and existing structures and land uses for conformance with adopted building regulations and land use codes. With supervisor's approval, sends or posts correction notices or notices of violation, such as "red-tags" or "stop work orders," as authorized and as needed.
5. Inspects installation of erosion control/stormwater management features to ensure compliance with approved erosion control/stormwater management plans associated with issued building location permits. Inspects landscaping, floodplain installations and shoreline vegetation plantings for compliance with code standards and approved plans.
6. Assists in the processing of building location permits, as directed.
7. May be required to testify in court regarding findings of investigations.
8. Position requires driving. Must maintain history of good driving in the course of employment, complying with Vehicle Use Policy.

Secondary Functions

1. Performs other investigative duties as assigned.

Job Specifications

1. Must possess good organizational, photographic and written communication skills.
2. Ability to follow directions, work in an effective and professional manner and develop effective working relationships with co-workers, supervisors and county commissioners.
3. Ability to communicate effectively, both orally and in writing.
4. Ability to maintain composure and respond professionally with an occasional angry complainant and/or respondent.
5. Must possess proficient grammar skills for the filing of written reports and memos.
6. Must possess current state driver's license valid with history of good driving record.
7. A high school education or equivalent.
8. SEEP (Stormwater and Erosion Education Program) certification within first year of hire. Advanced certificate desirable.
9. Working knowledge of computers and database, mapping and word processing programs.
10. Ability to operate digital camera, camcorder, and GPS unit.
11. Ability to read and understand site plan drawings and plat maps as they relate to construction plans, location of property lines and stormwater improvements and to interpret use and size of structure based on plans.
12. One year experience in compliance investigation or similar field of work.
13. Requires valid state driver's license. History of good driving record

Working Conditions

Ability to perform those physical activities necessary to complete the essential functions of the job. Requires driving and highway map reading skills to locate often remote properties. Ability to go on job sites on foot and assess location of structure in relation to property lines. Incumbent will occasionally be exposed on the job site to moderate to loud noise levels, wet or humid conditions, inclement weather, airborne dust or other particles. Occasional stress related to conflicts with the public arising from the nature of the compliance activities and deadlines.

I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: _____ Date: _____

Please Print Name: _____

