

COMPLIANCE OFFICER JOB DESCRIPTION

I. GENERAL SUMMARY

The compliance officer ensures permits are obtained for new constructions, remodeling, additions, mobile home and placement of structures are in compliance with the rules and regulations of the Floodplain Damage Prevention Ordinance. The position involves GPSing driveways, new construction and permitting.

II. GENERAL PURPOSE

The compliance officer is an employee of the Permit Office that monitors and reports results of the compliance/ethics efforts regarding the Floodplain Damage Prevention Ordinance on matters relating to compliance. The Compliance Officer, together with the Floodplain Administrator, is authorized to implement all necessary actions to ensure Ordinance compliance.

III. DUTIES

Ninety percent of the job is field work outside of the office.

Responds to alleged violations of rules, regulations, policies, procedures, and Standards of Conduct within the County, but outside the City limits. Ensure these alleged violations are appropriately evaluated, investigated and resolved.

Works to ensure that permits have been issued. Use a uniform procedure per the Floodplain Damage Prevention Ordinance.

Issues Stop Work Orders must be place on all projects that that are in violation of the Floodplain Damage Prevention Ordinance, and advises corrective action for resolution of issues.

Identifies potential areas of compliance vulnerability and risk; ensures permit issued for correct improvement.

Work with Trimble equipment and GPS on a daily basis.

Will be cross-trained to work all areas of the department.

Any other duties as assigned by the Department Head.

IV. QUALIFICATIONS

- A. Outgoing personality and work well with the public.
- B. Moderate Computer and GPS skills.
- C. Must be able to learn quickly. Education: High School Diploma.
- D.
- E. Must be able to read a map.
- F. Must have valid driver's license with acceptable motor report