



Homeowners Association

31402 H Street; Ocean Park, WA 98640

(360) 665-4171; (888)815-9446

www.surfsideonline.org

POSITION DESCRIPTION

COMPLIANCE INSPECTOR – PART-TIME, MAXIMUM 20 TO 30 HOURS

CLASSIFICATION: Hourly/Non-Exempt
REPORTS TO: Business/General Manager

POSITION CONTROL AND AUTHORITY:

This position is authorized by the Board of Trustees. The Compliance Inspector shall enforce all Surfside Homeowners Association Articles of Incorporation, Bylaws, Covenants, and Operations Manual in all matters relating to this position.

BASIC ASSIGNMENT:

This position has the responsibility to manage all aspects of member compliance with the SURFSIDE covenants, working in close cooperation with the Board, Business/General Manager, staff, and committees.

GENERAL RESPONSIBILITIES: Each employee shall possess the following skills:

- Ability to work efficiently and respectfully with co-workers, management, Surfside members and Board of Trustees
- Take direction from supervisor and/or management, both verbally and written
- Effective communication skills
- Positive participation in daily SURFSIDE operations
- Be reliable and trustworthy; good attendance
- Represent SURFSIDE in a positive manner
- Practice safety measures to prevent endangerment to self and others
- Take care in the use of SURFSIDE'S equipment, machinery and resources
- Use appropriate safety equipment necessary to perform job duties.

JOB POSITION DUTIES:

- Inspect properties for covenant compliance when business office receives payoff requests;
- Inspect properties for compliance post ARC approvals (2 year);

- Attend meetings of the Board of Trustees, Architectural Committee, Tree Committee, and other committees as needed or assigned to by the Business/General Manager in order to provide support on compliance issues;
- Initiate enforcement procedures when appropriate;
- Prepare and maintain form letters as needed for all complaint investigating committees & staff departments; Send out letters to those out of compliance;
- Prepare and send acknowledgement letters to those filing notification of non-compliance;
- Prepare referrals to SURFSIDE attorney for Business/General Manager's signature
- Interpret covenants for members, committees, and the Board;
- Take appropriate action (stop work orders, fines, etc.) in emergency situations; notify relevant staff, board, or community members; apprise non-complying members of processes and or appeals needed to achieve compliance;
- Maintain databases and related records of all complaints and their status and disposition;
- Prepare monthly and annual summary reports to Board of all complaints, their status and disposition;
- Prepare and present recommendations to the Business/General Manager for improvements in the processes for handling complaints and enforcement of covenants;
- Support the annual assessment of the effectiveness of covenant compliance efforts by the appropriate committees and staff groups, and make recommendations to the Board, through the Business/General Manager, on any needed changes to the By-Laws, Covenants, Board Policies, Committee Charters, Position Descriptions or Operating Procedures relating to covenant compliance matters;
- Carry out other duties as assigned by the Business/General Manager.

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

- Technical skills in the areas of enforcement, building trades, recreational vehicles, vegetation management, and/or nuisance abatement are highly desirable;
- Must have verbal, writing, mediation, and negotiating skills to effectively communicate with members, volunteers, trustees, regulatory officials, and employees;
- Computer knowledge such as word processing, spreadsheets, database, presentation graphics, email, and internet use;
- Knowledge of governances, mediation, & legal matters highly desirable.
- Possess privately-owned vehicle and maintain a current and valid Washington State driver's license;

HOURLY RATE SCHEDULE:

MINIMUM PAY RATE: \$17.00
 MAXIMUM PAY RATE: \$23.00