



Volunteer Position Description

Title: Planning Temporary-Sign Compliance Assistant

Department or Team: City of Kirkland Planning and Building Department, Code Enforcement

Reports to: Planning Supervisor, Planning and Building Department

Description of Role: Notify and educate property and business owners of temporary sign code violations.

Primary responsibilities:

Phase 1 Duties (supervised, accompanying staff)

- Accompany code enforcement officer (CEO, paid staffer) in a city vehicle to remove and act upon temporary signs that do not comply with city codes
- CEO drives/operates the vehicle
- CEO determines which signs will be removed or acted on
- CEO maneuvers and parks vehicle in a manner that allows the volunteer to safely exit the vehicle, remove non-compliant signs and place them in the vehicle
- CEO interacts with any resident or business owner who has questions, concerns or complaints about the sign removal activity. Volunteer defers all persons to speak with CEO
- CEO provides training to volunteer on relevant code, regulation and protocol* (*see p. 2*)

Phase 2 Additional Duties (unsupervised) (OPTIONAL)

- Prior to performing a sign sweep notify Planning Supervisor or Code Enforcement staff of intended location(s) and date of sweep(s)
- In-the-field written documentation of noncompliant signs and their location
- Place compliance information stickers on non-compliant signs (no sticker necessary for disposable stick or wire frame signs, those will be laid down in place)
- Reactive referral: give Planner business card or other City printed information ONLY if approached
- After completing sign sweep turn in field documentation to CEO staff
- If interested, assist City staff with presentation to neighborhood associations and civic groups

Additional Responsibilities:

- Interact with City Staff and the public in a professional and respectful manner
- Comply with all City policies and procedures
- Accept onsite/in-the-field supervision from Code Enforcement staff
- Utilize the City's Online Volunteer Center to log all volunteer hours, usually within one week of volunteer activity

Skills Needed:

- Working knowledge of sign code and regulations
- Willingness to learn and follow all procedures/protocols

- Project a professional image and positive attitude
- Ability to work safely and accept supervision
- Willingness to wear City Volunteer identification and safety vest
- Ability to successfully complete criminal history/background check

Age Requirement: 18+

Court Ordered: Not accepted

Physical Requirements:

- Must be able to stoop, kneel and bend
- Must be able to lift and carry up to 50 pounds
- Must be able and willing to work outside in warm, cold, or damp conditions

Desired Experience:

- Persons interested in neighborhood aesthetics and beautification
- Persons interested in building neighborhood connections
- Persons with good interpersonal and collaboration skills

Time Commitment:

- Number of hours not to exceed 8 hours per month.

Position Description reviewed and understood

Volunteer Signature: _____

Date: _____

* Volunteer Training by Code Enforcement Officers will cover the following:

- Relevant City code regarding temporary signs
- How to identify signs that are noncompliant
- How to keep a tracking log
- When/how to adhere a sticker to the sign and lay it down
- How to safely remove signs and load signs into City vehicle (Phase 1)