

Effective: 06/23/2020  
City of Sweet Home  
Code Enforcement Officer  
Job Description  
FLSA Nonexempt  
AFSCME Position



Approved: *Raf* 23 June 2020

## **CODE ENFORCEMENT OFFICER**

### **A. SUMMARY:**

The Code Enforcement Officer is primarily responsible for enforcing the Sweet Home Municipal Code and applicable statutes and related program administration. Critical to this position is the ability to creatively resolve complex issues, effectively communicate, and engender positive interaction with the City Council, staff and public. This position also performs core department functions as needed that include customer service and administrative support to the Community and Economic Development Department.

### **B. SUPERVISION RECEIVED AND EXERCISED:**

Work is performed under the direction of the Community and Economic Development Director, or designee, who reviews work on the basis of results obtained. This position does not directly supervise staff.

**C. EXAMPLES OF DUTIES:** The duties listed here are intended for illustration. The omission of any assignment does not exclude it from the position.

#### *Primary Job Duties*

1. Actively identifies, investigates, informs, pursues, and enforces the City's codes, development regulations, zoning, and related local, state, and Federal laws.
2. Actively identifies, investigates, informs, pursues, and corrects unsafe structures and nuisances in Sweet Home.
3. Responds to citizen's complaints regarding nuisances and Code violations. Investigates and resolves nonconforming land-use matters.
4. Obtains input as needed and coordinates activities with the Building Official, Planning Staff, and other City Departments.
5. Obtains evidence and prepares reports concerning violations which have not been corrected.
6. Interprets legal requirements and recommends compliance procedures to business and property owners.
7. Answers questions with comprehensive knowledge of City codes, applicable statutes, procedures, and permits over the phone and at the counter.
8. Proactively educates property owners regarding City code violations.
9. Gathers, analyzes, interprets, summarizes and publishes a variety of data.
10. Receives and responds to complaints regarding ordinance violations.
11. Issues tickets and citations in response to ordinance violations.

12. Conducts routine field inspections determining various City ordinance violations; conducts research to identify responsible occupant/owner of property; and prepares correspondences regarding violation(s).
13. Establishes course of action to resolve violation(s) and obtain compliance; assists occupant/owner in obtaining compliance.
14. Maintains a database (photographs, records, etc.) of code violations, warnings and tickets issued and related matters.
15. Maintains accurate enforcement records and makes reports as required.
16. Issues citations to Municipal Court as necessary. Prepares necessary documentation and court papers and appears as Prosecutor in court as is necessary.
17. Prepares public outreach campaigns, events, or advertisements.
18. Attends evening meetings as needed.
19. Suggests methods and procedural changes to more efficiently provide services to the public.

*Ancillary Job Duties*

1. Responds to general inquiries related to Department programs. Determines specific needs and arranges for appropriate staff member to assist. Serves the public at the counter and over the phone on a variety of Department programs.
2. Provides assistance with special assignments as needed.
3. Assists other staff in the performance of their duties as assigned.
4. Performs other duties as assigned by supervisor.

**D. QUALIFICATIONS:**

**Ability To**

1. Carry out investigations; interact courteously but firmly with the public, and to deal with agitated and upset people. Ability to present evidence in court.
2. Effectively present information in one-on-one and small group situations to customer, clients, and other employees of the organization.
3. Interact with complainants and suspected violators in a productive, objective and equitable manner.
4. Conduct and understand statistical calculations and be prepared to make presentation if necessary.
5. Use Microsoft Word, Excel and other database, calendar, word-processing and organizational office computer software effectively.
6. Read and write a variety of documents, including correspondence, proposals, and other persuasive and informative materials.
7. Apply common sense understanding to carry out instruction furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
8. Communicate effectively and professionally with diverse audiences, including the public, the City Council, and City staff at all levels.
9. Form efficient and effective working relationships with other employees and the public.
10. Work in a busy environment with multiple activities and customers.
11. Accommodate a work schedule that may require work on weekends.
12. Be at work on time. Be available for work. Give a full day's work.
13. Respond in a positive manner to directions.
14. Learn present jobs as well as new jobs. Adjust to change.

15. Get along with others.
16. Learn, know and follows the rules, policies, practices and procedures of the department.
17. Be physically and mentally fit for work.
18. Maintain confidentiality.
19. Appear in front of a court room.

**Knowledge of:**

1. Office procedures, including effective filing and accurate record keeping techniques.
2. Principles of organization and record keeping management.
3. Codes, ordinances, resolutions, and laws affecting Code Enforcement.

**E. WORK ENVIRONMENT/PHYSICAL DEMANDS:**

*Essential duties require the following physical abilities and work environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Ability to conduct neighborhood walks.
2. Ability to sit at a workstation for extended periods.
3. Ability to stand, walk, and drive as needed throughout day.
4. Occasional ability to lift, carry, and put away parcels weighing up to 30 pounds each.
5. Ability to monitor several audible communications devices, such as telephone, fax, and radio, etc. throughout the day.
6. Ability to sit or stand for long periods as necessary.
7. Physical stamina to sustain long work days, including early morning and evening meetings, as necessary.
8. This position may be required to obtain special certifications.

**License and Certificate**

Oregon Driver's License with good driving record required for use of City vehicle.

**Experience and Education**

High school diploma or general education degree (GED) or higher. College degree preferred.

Experience in meeting and working with the public; preferably supplemented by some experience in code enforcement or other training and experience or any equivalent combination of education and experience that demonstrates the knowledge, skills and ability to perform the duties of the position.

