

CLASSIFICATION ADDENDUM

Job Title: Code Enforcement Officer

Classification Specification: Code Enforcement Specialist

Barg Unit: OPE

Pay Grade: B22-B24

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Code Enforcement Officer performs activities related to the administration and implementation of the City's Code Enforcement Program, and conducts field investigations involving violations of the Development Code, Building Code and City Code; issues Uniform Infraction Citations and Complaints; responds to and investigates citizen complaints, performs research, gathers evidence; coordinates code enforcement activities; works with citizens to achieve voluntary compliance; performs follow-up inspections; assists in the development of goals and objectives for the program; maintains records and establishes sufficient background information to proceed with legal action if necessary; in non-attorney code enforcement cases acts as the City's representative in Municipal Court; participates in the preparation of cases for the City Prosecutor when cited citizens are attorney represented. Performs related duties as required.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of planning or a related field, plus sufficient related work experience in planning, building, or community development.

Licensing Requirements:

- A valid Oregon driver's license at time of appointment.

Knowledge:

- Principles and practices of code enforcement, land use planning, and zoning;
- Investigative techniques and research methodology;
- Local and state requirements and regulations relating to the code enforcement program area;
- Legal processes and court proceedings as they relate to code enforcement.

Skills: *(Demonstrated skill in performing the following)*

- Enforcing City Ordinances and Codes;
- Applying specific planning policies and procedures in determining compliance with City codes;
- Analyzing code compliance and enforcement situations accurately, and selecting an appropriate course of action.

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Qualification For Grade Progression:

B22 – Contributing
B23 – Journey
B24 – Advanced/Lead

Physical Requirements Addendum

Light Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.
Travel as required to sites to make inspections. Part of the work is inspecting field sites which require the ability to walk over rough, uneven or rocky surfaces, jumping over trenches and other obstacles and working in a variety of weather conditions with exposure to the elements.

Addendum History

Created: 2012.01
2016.03 – Revised by HR