

	<h1>Code Enforcement Officer I, II</h1>
<b>General Information</b>	
<b>Classification Code:</b>	BLDSPC
<b>Effective Date:</b>	04/20/2023
<b>Pay Grade:</b>	B22-B23
<b>FLSA Status:</b>	Non-exempt

## Position Summary

This position performs the day-to-day operations for assigned functions and a variety of code enforcement tasks relating to the building, development, and nuisance codes such as interpreting, applying, and enforcing State and local laws, codes, and ordinances. Conducts activities in support of proactive enforcement and community engagement including educating the public about codes and ordinances and promoting voluntary compliance. Investigates and reviews legal documentation to determine a lawful and appropriate course of action and resolution and assists with and/or prosecutes persons responsible for code infractions. Perform other duties of a similar nature or level.

## Classification Characteristics

Code Enforcement Specialist is a broad classification responsible for performing specialized code compliance and inspection duties in support of an assigned area that generally requires advanced technical training and/or experience. This is a paraprofessional classification focused on performing specialized functions and on how to carry out the operations of the process specified by higher level positions. This position has a choice as to how and when operations are carried out, but not as to what operations constitute the process and may include lead responsibilities for lower-level staff.

**Code Enforcement Officer I** – is the entry level class in the series. Incumbents receive training to perform basic and routine tasks such as researching codes, drafting code violation communications, resolving nuisance and other similar code infractions, issuing civil penalties, and other related duties. Completed work is reviewed for accuracy and compliance with instructions.

**Code Enforcement Officer II** – is the journey level class in the series. Incumbents perform standard to moderately difficult tasks that are typically well defined by code, procedure, or practice. In addition to the duties of the Code Enforcement Officer I, assignments may include progressively more complex case management, assisting with abatement procedures, assisting with issuance and prosecution of civil citations and complaints, enforcement of proactive program projects, and other related duties as assigned. Completed work is reviewed for accuracy and compliance with code, procedure, or practice guidelines. *Positions assigned to this classification are flexibly staffed and are normally filled by advancement from the first level. When filled from the outside, they require several years of prior experience in the assigned field.*

After an employee has been employed at the entry level in a flexibly staffed classification for a period of at least one (1) year, the employee may be advanced to the journey level subject to the following:

- The employee meets the minimum qualifications for the journey level.
- The employee is performing journey level duties at an acceptable level.

<b>Essential Duties</b>	
<i>The duties listed below are a typical sample; position assignments may vary.</i>	
1	Identifies, addresses, and resolves nuisance and other code infractions located on both public and private property. Enters case information into applicable databases. Maintains related files.
2	Conducts investigations and site visits to determine compliance or non-compliance with applicable ordinances, codes, and laws. Administers administrative civil penalties utilizing established guidelines and procedures provided by applicable laws, codes, or ordinances.
3	Interprets applicable codes, laws, and ordinances and facilitates corrective action required for abatement of violations. Negotiates voluntary compliance of code violations and develops compliance plans with offenders. Monitors and re-inspects properties to ensure compliance.
4	Prepares and maintains a variety of documentation related to code enforcement investigations including photographs of the violations, relevant supporting documentation, reports, and activities. Drafts and delivers notification letters and assists with case preparation for Court actions.
5	May attend meetings and briefings with staff, other agencies, and interest groups, related to municipal code compliance issues within the City. Presents information, proposals, and recommendations as required.
6	Utilizes appropriate technology to track details and tasks related to multiple cases, inspections, and interviews. Identifies violations and ensures properties follow local regulations.
7	Provides customer service to the public, external agencies, staff, and/or other interested parties regarding applicable information, policies, and procedures related to code enforcement activities. Understands and interprets legal documents, specifications, land descriptions, blueprints, aerials, GIS data, maps, and others.
8	Understands and applies constitutional requirements regarding privacy, seizure, and due process, including maintaining confidentiality in accordance with Oregon Revised Statutes.
9	Research complaints, inquiries, and/or requests for information using databases to verify information related to enforcement actions and complaints. Uses a variety of databases to perform detailed research of public records, statutes, and laws. Retains relevant information for application in field.
10	Complies with safety requirements of the position and actively promotes safe work practices. In an emergency event or an officially declared State of Emergency, responds as directed to ensure the restoration of essential public services, facilities, and infrastructure.
11	Actively maintains professional development including keeping current with legal updates, best enforcement practices, certifications, and professional memberships.
12	Performs other duties of a similar nature or level.

<b>Functional Specific Responsibilities</b>
N/A

<b>Qualifications</b>
<b>Minimum Qualifications:</b> <ul style="list-style-type: none"> <li><u>Code Enforcement Officer I</u> – Associate Degree or two-year technical certificate relevant to area of assignment and 0-2 years of experience in building inspection or related field or an equivalent combination of education and experience to successfully perform the job.</li> <li><u>Code Enforcement Officer II</u> – Associate Degree or two-year technical certificate relevant to area of assignment and 2-5 years of progressively responsible experience in building inspection or related field or an equivalent combination of education and experience to successfully perform the job.</li> </ul>
Licensing/Certifications: <ul style="list-style-type: none"> <li>Valid Oregon driver's license at time of appointment.</li> <li>Spanish language fluency highly preferred</li> </ul> The following certification is required to advance to the journey level. <ul style="list-style-type: none"> <li>Certified Code Enforcement Officer through AACE</li> </ul>

Qualifications
<p><b>Technology Skills:</b></p> <ul style="list-style-type: none"> <li>• Document management software — Adobe Systems Adobe Acrobat, Foxit PDF Reader</li> <li>• Office suite software — Microsoft Office software suite</li> <li>• Cloud based data management software</li> <li>• Cloud based GIS software</li> </ul>
<p><b>Knowledge Required:</b></p> <ul style="list-style-type: none"> <li>• Customer Service — Knowledge of principles and processes for providing customer and services, including de-escalation and crisis management techniques. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.</li> <li>• English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.</li> <li>• Law and Government — Knowledge of laws, legal proceedings, court procedures, precedents, government regulations, and local ordinances.</li> <li>• Mathematics — Knowledge of arithmetic, geometry, and their applications.</li> <li>• Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions, including best investigation practices, procedure and theory.</li> </ul>
<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.</li> <li>• Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.</li> <li>• Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.</li> <li>• Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.</li> <li>• Equipment selection, operation, and control — Determining and controlling operations of the kind of tools and equipment needed to do a job.</li> <li>• Management of Material Resources — Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.</li> <li>• Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.</li> <li>• Negotiation — Bringing others together and trying to reconcile differences.</li> <li>• Persuasion — Persuading others to change their minds or behavior.</li> <li>• Reading Comprehension — Understanding written sentences and paragraphs in work-related documents.</li> <li>• Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.</li> <li>• Speaking — Talking to others to convey information effectively.</li> <li>• Systems Evaluation — Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.</li> <li>• Time Management — Managing one's own time and the time of others.</li> <li>• Writing — Communicating effectively in writing as appropriate for the needs of the audience.</li> </ul>
<p><b>Abilities:</b></p> <ul style="list-style-type: none"> <li>• Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.</li> <li>• Flexibility of Closure — The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.</li> <li>• Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).</li> </ul>

Qualifications	
•	Oral and written comprehension – The ability to listen to, read, and understand information and ideas presented through spoken and written words and sentences.
•	Oral and written expression — The ability to communicate information and ideas in writing and by speaking so others will understand.
•	Perceptual Speed — The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.
•	Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem.
•	Selective Attention — The ability to concentrate on a task over a period of time without being distracted.

Physical Requirements											
Key	None 0% (0 hrs.)	Seldom 1-10% (Up to 1 hrs.)	Occasionally 11-35% (Up to 3 hrs.)	Frequently 36-75% (3-6 hrs.)	Continuous 76-100% (6+ hrs./day)						
	0%	1-10%	11-35%	36-75%	76-100%		0%	1-10%	11-35%	36-75%	76-100%
BODY POSITIONS						PUSH/PULL					
Standing			X			0-10 lbs.		X			
Sitting				X		11-20 lbs.		X			
Walking – Even Surface		X				21-50 lbs.					
Walking – Uneven Surface		X				51-75 lbs.					
Kneeling		X				76-100 lbs.					
MOVEMENTS						ENVIRONMENTAL HAZARDS					
Bending/Stooping		X				Indoors				X	
Twisting		X				Outdoors			X		
Crawling	X					Dust		X			
Squatting/Crouching		X				Fumes/Odors/Gasses		X			
Balancing		X				Chemical Agents	X				
Reach – Overhead		X				Biological Agents		X			
Reach – Forward		X				Noise – Low				X	
Reach – Backward		X				Noise – Moderate				X	
Climbing – stairs		X				Noise – High		X			
Climbing - ladder		X				Low Light		X			
USE OF HANDS						Heat			X		
Grasping – whole hand			X			Cold			X		
Grasping – pinch grip			X			Restricted workspace		X			
Fine manipulation/feeling				X		Vibration – whole body	X				
Keyboarding				X		Vibration - extremity	X				
LIFT/CARRY						JOB SPECIFIC					
0-10 lbs.			X			Driving – vehicle/equipment				X	
11-20 lbs.		X				Operate foot controls				X	
21-50 lbs.		X				Seeing					X
51-75 lbs.	X					Talking				X	

Physical Requirements										
76-100 lbs.	X					Hearing Extended work hours				X
								X		

Classification History										
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Created 2012.01

2016.03 – Revised by HR

2023.04 – Reformat and revised by HR

**I have reviewed the job description.**

**Employee:** Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_