



Code Enforcement Officer

DEPARTMENT:	Planning & Development	SUPERVISOR:	Planning & Development Director
CLASSIFICATION:	Non-Exempt	PAYROLL:	Grade J

POSITION SUMMARY: Ensure compliance to Stayton Municipal Code by performing various activities related to the regulation and control of weeds, abandoned vehicles, debris, land use and zoning, signs, visibility, sidewalk conditions, etc. Maintain records.

ESSENTIAL JOB FUNCTIONS

Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

- Perform field work requiring the operation of City vehicles, responding to complaints to enforce related Code provisions.
- Interview complainants, locate and notify owners. Issue citations as appropriate.
- Actively patrol and respond to complaints concerning all city code violations, for example; weeds, abandoned vehicles, signs, visibility, debris, sidewalks, etc. Determine property owner identification, notify of violation, and/or initiate enforcement or abatement procedures as appropriate. Issue citations and/or arrange for towing and impoundment as appropriate.
- Respond to questions and requests from the general public.
- Generate proper reports using a computer, write investigative, informative/special and administrative reports; determine proper distribution of reports.
- Maintain files and records related to code enforcement activities.
- Prepare correspondence related to ordinance violations, registrations, business licenses, etc. and maintain related files.
- Recommend changes/additions to policies and Code as necessary to ensure Code enforcement.
- Perform operator maintenance on ordinance vehicle, e.g. check and fill fluid and air levels, clean interior and exterior, ensure needed vehicle maintenance is reported to the proper channels etc.
- Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS

- Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
- Maintain work areas in a clean and orderly manner. Assist patrol with ordinance expertise.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION / EXPERIENCE

- High School Diploma or its equivalent plus additional specialized courses and two years related experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties.
- Knowledge of and ability to interpret nuisance, land use, zoning, and public works ordinances.
- Ability to deal with hostile or difficult customers while maintaining a professional attitude.
- Knowledge of Microsoft Office Suite, specifically Word and Excel.
- Ability to deal with hostile or difficult customers while maintaining a professional attitude.
- Experience establishing and maintaining records, reports, and statistical data.
- Considerable knowledge of standard office practices and procedures, basic knowledge of English composition, spelling, and grammar.

CERTIFICATES/LICENSES/REGISTRATIONS

- Possession of a valid driver's license.
- Documented defensive drivers training preferred.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work time is split approximately 20% indoors and 80% in ordinance vehicle or outside of buildings with exposure to all weather conditions, garbage, bio-hazardous waste, and disease.
- The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects.
- The position requires mobility.
- Duties involve moving materials weighing up to 25 pounds on a regular basis such as animals, debris, files, equipment, etc., and may infrequently require moving materials weighing up to 40 pounds.
- Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboards, motorized vehicle, and standard office equipment.

SUPERVISION

- Works under the general direction of the Police Chief or designee.
- Supervision is not a typical function assigned to this position. However, may assign and review work of practicum students, assist with special projects.
- May provide training or orientation to volunteers, students, local businesses, civic groups, and newly assigned personnel on related policies and practices.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES OF THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

The City of Stayton is an Equal Opportunity Employer.

REQUIRED SIGNATURES

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.

Code Enforcement Officer

Date

Planning & Development Director

Date