



Where Life is Sweet

City of Hermiston, Oregon Position Description

Job Title: Code Enforcement Official

Department: Planning

Classification: Non-Exempt

General Statement of Responsibilities

Performs a variety of technical duties in support of the City's local code enforcement program. Investigates conditions and initiates procedures to abate violations related to zoning ordinances, land use, building and housing codes, public nuisances, property maintenance, abandoned vehicles, blight, graffiti, license regulations, and other issues related to health, safety and welfare of the community. Serves as a resource and provides information to property owners, residents, businesses, the general public, and other City departments and divisions on compliance with municipal code provisions, zoning codes, and ordinances.

Supervision Received

Works under the general supervision of the City Planner in the form of general instructions, inspection of work, discussion of special projects and general reviews of routine. Expected to become increasingly knowledgeable and carry out assignments with increasing independence.

Supervision Exercised

Supervision of others is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel.

Examples of Duties - Essential Functions

1. Receive, record, and investigate complaints from the public and staff regarding violations of municipal codes, ordinances, standards, and health and safety regulations.
2. Interview complainant and witnesses; Conduct field investigations; inspect properties for violations; Document violations by securing photographs and other pertinent data.
3. Research ownership records, prior complaints, municipal codes and ordinances, and state regulations to establish whether a violation has occurred.
4. Initiate contacts with residents, business representatives and other parties to explain the nature of incurred violations, and to encourage compliance with municipal codes, ordinances, and community standards.
5. Prepare notices of violations or noncompliance and citations according to applicable codes and regulations, issue letters to property owners notifying them of violations; and as appropriate, affix a notice of violation on property to abate fire and public safety hazards and public nuisances.
6. Coordinate and follow-up abatement procedures including the preparation of additional correspondence, site visits, and communication with property owners and attorneys; conduct

- follow-up investigations to ensure compliance with applicable codes and ordinances, prepare non-compliance cases for legal action, present testimony at various hearings.
7. Make drive-by or on-site inspections of residential, industrial, and/or commercial areas, note possible violations at other property sites during the course of field investigations.
 8. Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; draw diagrams and illustrations and take photographs. Prepare evidence in support of legal actions taken by the City; appear in court as necessary; testify at hearings and in court proceedings as required.
 9. Attend meetings and provide information to violators, the general public, business community and other government agencies regarding codes, laws and ordinances, respond to questions, complaints, and inquiries in the field, over the counter, and via telephone.
 10. Input and retrieve a variety of information using a computer terminal.
 11. May assist in researching, drafting, and rewriting municipal codes; participate in the development of forms and processes utilized to address various issues.

Screening Criteria

Education and Experience:

- A High School Diploma or equivalency; specialized training in planning, zoning, inspection, or law enforcement is desirable;
- AND some experience in code enforcement is preferred;
- OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.

Special Requirements/Licenses: A valid Oregon driver's license and proof of an acceptable driving record are required. Bilingual English-Spanish speaking ability preferred.

Knowledge of: Modern office practices, methods, and computer equipment. English usage, spelling, vocabulary, grammar, punctuation, and basic mathematical skills. Principles and practices in dealing with the public. Record-keeping and reporting principles. Practices, methods and techniques of code violation investigation and enforcement. Operational characteristics of code enforcement equipment and tools. Occupational hazards and standard safety practices necessary in the area of code enforcement. Pertinent federal, state, and local laws, codes, and regulations including administrative and departmental policies. Safe driving principles and practices.

Skills: Operation of a radio, cellular phone, camera, and video tape recorder and a variety of tools consistent with the job description. Operation of modern office equipment, including computer equipment and software.

Ability to: Learn occupational hazards and standard safety practices in the area of code enforcement. Read and interpret maps, plans, and legal descriptions. Maintain and update records, logs and reports. Respond to inquiries, complaints, and requests for service in a fair, tactful and timely manner. Interpret, explain and apply applicable policies, procedures, laws,

This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

and regulations. Work independently in the absence of supervision. Communicate clearly and concisely, both orally and in writing. Understand and carry out oral and written instruction or direction. Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Demands of Position: *The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.*

Manual dexterity and coordination are required for over half of the daily work period (about 60%) which is spent operating office equipment such as computers, keyboards, 10-key, telephones, and driving; and while moving equipment and materials and using tools. While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, climb, balance, see, talk, hear, and manipulate objects. The position requires some mobility including the ability to lift and/or move materials under 5 lbs. frequently, 25-60 lbs. occasionally, and over 60 lbs. rarely. This position requires both verbal and written communication abilities.

Working Conditions: *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.*

While performing the duties of this position, the employee is primarily working outdoors. The noise level in the work environment is usually moderate and lighting is adequate. Frequently employee works in the field subject to outdoor conditions, restricted spaces, from ladders, and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes.

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