

EDUCATION, EXPERIENCE, KNOWLEDGE &/LICENCE REQUIREMENTS

Working knowledge of:

Including, but not limited to, laws, rules, ordinances, and codes pertaining to land use, right of way, motor vehicles, building, subsurface sewage disposal, solid waste management, nuisance abatement, excavation, grading, and erosion control practices; land use planning principles and practices; principles and techniques of legal writing, hearings procedures, and rules of evidence; principles and techniques of negotiation; field inspection and investigative procedures and practices; City of Newberg permit process and zoning regulations; basic mathematics; English grammar and composition.

EXPERIENCE:

Minimum of one year experience in code compliance or comparable enforcement experience; two years of experience in coordinating with the public; and the ability to manage potentially stressful and/or confrontational interactions in a professional manner. Must have ability to conduct investigations and enforce regulations. Some post high school education in criminology or public safety related fields, and knowledge of court proceedings desirable.

Any equivalent combination of education and experience.

Graduation from high school or possession of a G.E.D.; valid Oregon Driver's License at all times during employment with the City; one year experience in code compliance; two years of experience in coordinating with the public; ability to manage potentially stressful and/or confrontational interactions in a professional manner. Must have ability to conduct investigations and enforce regulations. Some post high school education in criminology or public safety related fields, and knowledge of court proceedings desirable.

TYPICAL EXAMPLES OF WORK: An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks that an employee may be expected to perform.

1. Reviews complaints of alleged violation(s) of City Code (ordinances) and State statutes; researches, analyzes, and determines the location and nature of violation(s); coordinates and conducts investigations and inspections of properties and structures with property owners, tenants, building inspectors, health inspectors, planners, road inspectors, the Police department, and other local, state, and federal jurisdictions to ensure compliance with ordinances and codes; coordinates cases involving significant environmental impacts.
2. Under the direction of the Building Official, tracks the progress of dangerous/substandard buildings and documents progress on abatement schedules for legal or administrative actions, appeals, and hearings.
3. Provides technical information to the public concerning codes and other city ordinances regarding applications, legal notices for stop work orders, unauthorized construction, occupancy violations, and specific projects in process.
4. Attends meetings, composes and prepares correspondence, specifications, agendas, research projects, memos, data, reports, routine forms and other varied correspondence.

5. Deals with citizens in a calm, professional and tactful manner.
6. Presents cases to the municipal court; makes oral arguments and answers objections at hearings; prepares and presents evidence; proposes and negotiates stipulated settlements; develops general legal strategies for multi-violation complaints, cases, and issues.
7. Negotiates voluntary compliance agreements with ordinances and codes through meetings and correspondence; identifies the code compliance issues and options for resolution; promotes and utilizes mediation to resolve disputes between parties; advises the parties of the required applications and permit procedures, and develops compliance schedules to ensure that code compliance issues have been corrected; issues citations and forfeitures.
8. Conducts research of records, files, applications, permits, and history of properties when a complaint has been filed; maintains accurate descriptive case files, field notes, and records; develops, maintains, updates, and closes case files when appropriate.
9. Participates in the development and revision of City ordinances to update the City Code, rules, regulations, policies, and standard operating procedures; assists as liaison between the State and County divisions regarding codes (ordinances) topics.
10. Makes presentations to public meetings, local citizen groups, and other jurisdictions.

TOOLS AND EQUIPMENT USED: Personal computer, including word processing, database, and spreadsheet management, motor vehicle; calculator; phone; and networked copy/fax/scanning machine.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms; stand or walk for considerable distances or time. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

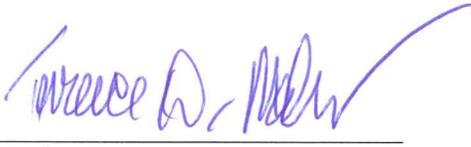
WORK CONDITIONS: While performing the duties of this job, the employee works in both inside and outside in all weather conditions. Duties are performed in an office environment and in the field during code compliance investigations. The code compliance officer may be exposed to physical hazards from obstacles, unstable structures, infectious waste, debris, noxious fumes, toxic chemicals, automobile traffic, drugs and drug paraphernalia, angry citizens or persons involved in criminal activity while conducting their daily duties in the field. Hours and days worked may vary with the types and amount of complaints received.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; and criminal background check. A national fingerprint-based record check may be required as a condition of employment. Job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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 the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Supervisor: 
City Attorney

Approval: 
City Manager

Effective Date: July, 2013
Revision History: July, 2013

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