

City of Oregon City		Position Description
Position: Code Compliance Officer		OCPEA Union
Department/Site: Code Enforcement/Police Department		FLSA: Non-Exempt
Evaluated by: Code Enforcement Manager		See OCPEA Salary Schedule

### **Classification Summary**

Assists businesses and residents with enforcement of laws, regulations, and codes designed to abate nuisances, protect zoning, support public safety, preserve property maintenance, sanitation, and health, and enforce certain traffic regulations.

### **Distinguishing Characteristics**

The Code Compliance Officer represents the first level in a two-tiered career path for administering laws, regulations, ordinances, and codes affecting land use, certain aspects of public safety, health and sanitation, and non-moving traffic. The Code Compliance Officer responds to complaints about land use, occupancy, nuisances, and commercial zone parking. Advancement to Coordinator requires the ability to administer projects, oversee parking enforcement, and coordinate response to community inquiries and complaints.

### **Typical Duties and Responsibilities**

*The list of duties is a representative sample of the work appropriate to this class and does not include all the duties or specific tasks that may be assigned to a particular position. The incumbent may perform a combination of some or all the following duties:*

- Monitors parking within designated areas of the City. Distributes flyers and brochures to business owners and places them on vehicles, announcing programs, events, projects affecting parking, or directions.
- Issues warnings and citations for parking violations that occur in designated areas. Gives directions to and rules about parking in designated areas.
- Conducts field inspections in response to complaints initiated by citizens. Investigates complaints about code violations by observing and inspecting premises, gathering evidence, researching sources of information, and identifying the nature of the violations.
- Meets with affected parties to explain codes and describe actions the City would take. Develops recommendations for corrective action. Follows up on cases within limits of responsibility, forwarding difficult or complex cases to the Coordinator.
- Delivers a variety of documents to citizens of the community ranging from community mailings to liens. Delivers public documents to elected officials and agencies.
- Performs other duties as assigned that support the overall objective of the position.

### **Minimum Qualifications**

#### **Knowledge**

The position requires specialized knowledge of:

- Codes, regulations, and laws governing building and land use
- Permitting process steps and special policies, practices, technicalities, and work methods for the department.

- English grammar and composition to prepare routine correspondence in business and/or legal formats.
- Computers, common office productivity software, and data entry programs

### **Skills and Abilities**

This position requires the ability to carry out, but is not limited to, the following functions:

- Learn, interpret, and apply processes, codes, regulations, and laws governing building and land use
- Communicate standard yet technical information, to employ specific lines of inquiry, to resolve problems and confrontation, and to maintain harmony in a work setting
- Use computers and office equipment
- Resolve customer service issues in a positive and solution-oriented manner
- Organize and prioritize work assignments to optimize service level
- Work cooperatively with the community
- Work as a contributing member of a team – working productively and cooperatively with other internal teams and external customers to convey a positive image of the City and its services.

### **Education, Training, and Experience**

This position typically requires a high school diploma and one year of progressive experience in administrative support and customer service, preferably in a law enforcement, planning, or building area.

### **Other Requirements**

- Must pass a criminal background check
- Valid driver's license

### **Working conditions/Physical and Mental Demands**

Requires the ability to function indoors in an office environment and outdoors engaged in work of a primarily sedentary to moderately active level. Requires auditory ability to carry on ordinary and telephonic conversation. Requires near visual acuity to read detailed maps, drawings, other printed materials, computer screens, and observe physical layouts. Requires manual dexterity to write and to operate microcomputers and other office equipment. Requires the ability to alternatively sit and stand for sustained periods of time to deliver presentations and perform counter work. Work is performed indoors and outdoors where some safety considerations exist.

*This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*