

CODE COMPLIANCE OFFICER I/II

FLSA Status – Non-Exempt

EEO Code – F/Office and Clerical

Class Code – E



GENERAL DESCRIPTION OF THE DUTIES

The Code Compliance Officer performs a variety of professional, technical and administrative work in the development, coordination and execution of a code compliance program for the City of McMinnville including investigating, processing and resolving violations of ordinance, rules and regulations administered by the City of McMinnville, such as zoning, building and nuisance code violations. Responsibilities include responding and investigating complaints, proactive property inspection and code enforcement, encouraging good neighbor practices to achieve sustainable compliance through cooperation and support, utilizing legal enforcement when necessary. 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.

SUPERVISION RECEIVED

Works under the supervision of the Planning Director.

SUPERVISORY RESPONSIBILITIES

Supervision is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel on department policies and practices.

Code Compliance Officer II will serve as a lead worker in the division.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.
2. Enforces all applicable building and property maintenance codes relating to health, safety, welfare, construction, and community preservation; resolves complex and sensitive code violation issues, using tact and diplomacy to encourage voluntary compliance.
3. Receives complaints of code violations from the public, City staff, and others. Performs on-site inspection of property and construction (private and public), investigates, and conducts research to determine compliance with codes and locate unlicensed activities.
4. Enters case information into computer tracking system and prepares inspection reports.
5. Evaluates information pertaining to applicable codes and ordinances and recommends appropriate course of action.
6. Contacts responsible parties and prepares compliance letters; issues notices and citations; initiates other corrective action as necessary; performs follow-up to ensure compliance and cost recovery as directed.

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7. Maintains and updates computerized record of inspection activity; maintains case files and calendar system to track case activity; maintains time accounting records for purposes of cost recovery.
8. Prepares periodic activity reports for Department and City Council.
9. Responds to inquiries from the public, city staff, and others, interpreting and explaining City codes, ordinances, policies, and procedures pertaining to code compliance.
10. Prepares case information for legal proceedings; may act as City representative and present evidence.
11. Develops educational material and public awareness campaigns for the Code Compliance Program; prepares press releases as directed.
12. Assists other staff in the performance of their duties as assigned.
13. Performs related work as required.
14. Represents the City of McMinnville responding to the public, citizens, its employees and others in a prompt, professional and courteous manner while continuously maintaining a positive customer service demeanor.

OTHER JOB FUNCTIONS

1. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.
2. Provides necessary support to other departmental office personnel as workload and staffing levels dictate.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Knowledge of City government and the impact of enforcement actions.
- Knowledge of applicable laws, code, and zoning ordinances.
- Knowledge of general office procedures, including spelling, grammar, punctuation and math.
- Knowledge of operation of standard office equipment, including data entry equipment; telephone etiquette; and word processing software.

Skills

- Skill in investigation and observation.
- Skill in communicating with others, conflict resolution and dispute mediation.
- Skill in preparing cases for adversarial proceedings.

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- Skill in accurately checking data.
- Skill in establishing and maintaining effective working relationships with individuals from diverse backgrounds.

Abilities

- Ability to communicate effectively with the public, members of the outside agencies, and employees.
- Ability to follow through on multiple compliance cases in a deadline-intensive environment.
- Ability to work with public in resolving problems.
- Ability to safely operate motorized vehicles.
- Ability to remain calm and professional with potentially angry people.

EXPERIENCE AND EDUCATION

Decision making, interpersonal skills, teamwork, customer service, reading/writing/speaking and understanding English, and problem analysis are continually required of this position.

Code Compliance Officer I: High school diploma or equivalent; and at least two years of experience in code enforcement, community development, law enforcement, criminal justice administration, or related field; or any equivalent combination of education and experience which demonstrates the knowledge, skills and abilities to perform the essential job duties.

Code Compliance Officer II: High school diploma or equivalent; and at least five years of experience in code enforcement, community development, law enforcement, criminal justice administration, or related field; or any equivalent combination of education and experience which demonstrates the knowledge, skills and abilities to perform the essential job duties.

SPECIAL REQUIREMENTS/LICENSES

Possession of, or required to obtain a valid Oregon drivers license within 30 days of hire. Must have a safe driving record.

PHYSICAL DEMANDS

While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility. The Code Compliance Officer must be able to push, pull, lift and carry up to 40 pounds. Manual dexterity and coordination are required over 50% of the work period while operating computers, motorized vehicles and other standard office equipment.

WORKING CONDITIONS

The work period occurs mainly in outdoor environments with exposure to all weather conditions. The noise level in the work environment is typical of most office environments. Driving a vehicle to work locations in the local area, responsible for the safety of others with traffic control responsibilities, and experiencing vibration from driving a motor vehicle are part of this position. Reasonable accommodation will be made to meet the known limitations of qualified disabled individuals in performing the essential job functions of this position.

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Approved By _____ Date _____
(Department Director)

Adopted By _____ Date _____
(City Manager)

Established: 4/18