



**THE CITY OF MCMINNVILLE, OREGON INVITES QUALIFIED  
APPLICATIONS TO APPLY FOR THE POSITION OF:**

**Code Compliance Officer I  
or  
Code Compliance Officer II**

**Salary, \$3,526-\$4,730 per month DOE**



**AN OUTSTANDING EMPLOYMENT OPPORTUNITY IN ONE OF THE  
PACIFIC NORTHWEST'S PREMIER COMMUNITIES**

The City of McMinnville is recruiting to fill two code enforcement vacancies, Code Compliance Officer I and Code Compliance Officer II.

**CODE COMPLIANCE OFFICER - GENERAL DESCRIPTION:** 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.

**ESSENTIAL DUTIES:**

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.
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.

### **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.

### **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.
- 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.

**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.

**BENEFITS:**

The City of McMinnville provides a generous benefit package that includes:

- ❖ Medical, dental, and vision insurance.
- ❖ City-paid life insurance.
- ❖ City-paid disability insurance.
- ❖ Sick leave earned at the rate of eight hours per month.
- ❖ Vacation credit earned at the rate of 6.67 hours per month up to a maximum of 320 hours, with increases in accrual rates at 3, 5, 10, 15, and 21 years.
- ❖ Ten paid holidays and 16 hours of floating holiday time annually.
- ❖ City-paid participation in the Public Employees Retirement System (OPSRP).
- ❖ Certification, education, bilingual, and other incentives.
- ❖ Opportunities for on-going professional development.
- ❖ Options to participate in the credit union and deferred compensation plan.

## **THE APPLICATION PROCESS:**

Those interested in applying for the Code Compliance Officer position should submit the City of McMinnville's employment application (can be obtained online at [www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)), a cover letter, and a current resume that highlights relevant experience and education related to the position.

These positions are open until filled with a first review of applications on June 18, 2018. Application materials (completed application, cover letter, and resume) must be received no later than 5:00 pm on Friday, June 15, 2018. Application materials should be submitted (via regular mail, email, or facsimile) to:

Erica Thomas, Administrative Specialist  
230 NE Second Street  
McMinnville, OR 97128  
Email: [Erica.Thomas@mcminnvilleoregon.gov](mailto:Erica.Thomas@mcminnvilleoregon.gov) Fax: (503) 472-4104

If you have any questions about the recruitment process, you may call Human Resources at (503) 434-2328 or e-mail: [hr@mcminnvilleoregon.gov](mailto:hr@mcminnvilleoregon.gov).

**SELECTION PROCESS:** Applications and resumes will be screened and evaluated starting the week of June 18, 2018. Interviews are tentatively planned for the week of June 25, 2018, and the tentative start date is July 16, 2018.

The City of McMinnville is an equal opportunity employer. Applicants with disabilities who need reasonable accommodation (e.g., assistive listening devices) to participate in the recruitment and/or selection process should contact City Administration at (503) 434-7405.

*Note: This announcement is intended only as a general description of the Code Compliance Officer position and hiring process and is subject to change. It does not constitute either an expressed or implied contract.*