

City of Florence
Code Enforcement and Education Officer

DEPARTMENT: Planning
CLASSIFIED: Full Time
DATE: December, 2013

REPORTS TO: Planning Director
POSITION STATUS: Non-Exempt
SALARY: \$14.64/hr (Starting wage)

CODE ENFORCEMENT OFFICER

PURPOSE OF POSITION:

This position has the responsibility for investigating and responding to complaints and violations of City and State ordinances, codes, rules and regulations, as assigned, identifying violations, seeking voluntary compliance and issuing citations as appropriate. This includes, but is not limited to codes regarding, signage, nuisances, land use, zoning, animals, noise, parking violations, business license violations, dumping, clearing, grading, filling, polluting, or other issues related to the municipal code. The position has the oversight for parking enforcement including monitoring parking and issuing citations for violations.

ESSENTIAL JOB FUNCTIONS:

General Code Enforcement:

- Recommends and implements code enforcement policies, procedures, and performance standards to ensure efficient and effective code enforcement activities; monitors code enforcement activities for uniform application of compliance requirements.
- Responds to and investigates citizen inquiries and complaints concerning code violations; acts to mediate and resolve conflicts.
- Enforces code compliance with conditions of approval imposed on development permits; issues citations, determines applicable codes and actions to be taken to address violations, and sets correction dates.
- Attends court proceedings and makes presentations before the Municipal Judge on code violations.
- Meets with business owners, developers, or residents to inform them of violations and discrepancies; explains and interprets codes and communicates solutions.
- Writes staff reports, enforcement letters and other correspondence with clarity and proper grammar.
- Develops forms, records, and reports for evaluation and documentation of code enforcement activities, researches legal documents and summarizes information.
- Organizes and maintains documentation and prepares cases for filing or submission to court, testifies for the City in legal actions taken to gain compliance.
- Enforces the Sign Code; removes prohibited temporary signs
- Routinely patrols City streets on foot or in a vehicle for illegally parked cars and civil code violations including but not limited to illegal signs, garbage and debris, landscaping, zoning, and nuisances affecting public health.
- Works with police, planning, building, public works, or other related departments, as needed.

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Parking Enforcement:

- Enforces parking laws and regulations applicable to non-moving vehicles and issues citations as necessary, identifies and has abandoned vehicles towed as authorized, recovers stolen vehicles when found unattended.
- Monitors parking patterns, creates and maintains a database for parking statistics, and meets with staff and parking lot owners to keep parties informed of any issues, and ensures compliance with parking related codes.

Public Education:

- Reviews codes and other applicable legal documents, and summarizes information for public distribution. Creates documents to help aid and educate the public in City ordinances and practices including creating brochures, flyers, letters, and other written documentation. Meets with owners, tenants, businesses, neighborhood groups, etc. to review and explain code, including creation of presentations and use of public speaking skills.
- Maintains positive public relations with customers and is responsible to customer needs.

Code Knowledge and Review:

- Maintains up-to-date knowledge of applicable codes, regulations, and ordinances.
- Reviews current codes in relation to real world practices and develops recommendations and prepares and presents reports to elected and appointed officials on ordinances and regulations.
- Researches and develops draft ordinances and amendments to the City Code, as related to maintaining alignment with City goals and in compliance with federal and state codes and procedures.
- Performs detailed research of public records, statutes, and laws.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK.

Knowledge, Skills and Abilities:

- Code compliance methods and techniques.
- Design and construction practices.
- Safety procedures and equipment specific to the position's area of assignment.
- Personal computers and related software applications including databases for internal and external law enforcement systems.
- Conflict Resolution & Customer Service.
- Analyze, interpret and explain complex code enforcement issues and adopt effective courses of actions.
- Utilize a variety of tools and equipment related to code enforcement investigation including digital cameras, distance measurement device(s), noise meters, cell phones, computers and office equipment.

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MINIMUM JOB QUALIFICATIONS: Strong Communication skills and ability to work well with the general public including how to deal with the public in a tactful, professional, but firm and impartial manner. Must have the ability to think and act quick and independently, as well as prioritize and manage various work assignments. Knowledge of office practices and procedures, file management, business English, word processing spreadsheet application software, research methods, report composition and preparation techniques, understand specifications, legal documents, land descriptions, City codes and related regulations and statute, etc.

- Complete and pass a background investigation showing good character meeting the same requirements as a police officer per OAR 259-008-0015 except no psychological examination is required. A pre-employment drug use test will be required.
- Must possess a valid Oregon Drivers License at the time of appointment and have an acceptable driving record.
- Must possess a High School Diploma or General Education Certificate (GED).
- Must be able and willing to work on Saturdays and occasional holidays.

DESIREABLE QUALIFICATIONS: Knowledge of code enforcement practices, city regulations, skilled in methods of problem resolution, and knowledge of research methods. Two years' experience dealing with the public in an enforcement, inspection, investigation, or customer service capacity.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee frequently required to sit, communicate, reach, and manipulate objects, tools, or controls. The position requires mobility, manual dexterity and ability to operate a motorized vehicle. Duties require the ability to lift and/or carry an object up to 25 pounds or weight; and move objects by exerting up to 50 pounds of force occasionally. The position may require prolonged standing, walking, and operation of a motor vehicle for substantial periods of time.

WORKING CONDITIONS: Requires working in an office environment and in the field. The position will be required to work in hot, cold, wet, and dry environments and in all kinds of inclement weather. The position may be exposed to physical hazards from obstacles, unstable structures, infectious waste, debris, noxious fumes, toxic chemicals, automobile traffic, drugs and drug paraphernalia, persons involved in criminal activity while conducting inspections, hostile animals, and angry citizens.

SUPERVISORY RESPONSIBILITIES: Limited. May supervise interns or volunteers.

SUPERVISION RECEIVED: Works under the general supervision of the Planning Director.