

**CITY OF MERRILL
CODE ENFORCEMENT OFFICER
JOB DESCRIPTION**

FULL JOB DESCRIPTION:

The Code Enforcement Officer (also known as Community Service Officer) is a technical position that has additional special project responsibilities. An employee in this position performs a wide range of duties in code enforcement and handles citizen complaints of a non-emergency nature and municipal code violations; contributes general, complex and technical information to the public, other agencies, and City staff; City code violations; completes reports and prepares cases; testifies in court; writes citations and other notices. The City of Merrill is an Equal Opportunity Employer, in compliance with the Americans with Disabilities Act. The City of Merrill will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

EXAMPLES OF DUTIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. Monitors suspected locations of municipal code violations to assure compliance. Issues citations for code violations. Seeks and assures compliance from responsible parties. Determines type of action to be taken that involves public relations issues, citations, legal action, court appearances and abatement, etc.; sets corrective action dates. Writes citations and other notices as necessary. Processes and posts properties for abatement. Meets with business owners, developers, or residents to inform them of violations and discrepancies, explains and interprets codes and communicates solutions; inspects physical premises for possible violations and gathers evidence, including taking of photographs and drawing diagrams when necessary. Performs background research on code violations requiring interaction with title companies, state registry, state contractor boards, utilities and other resources to obtain documentation for abatements and lien properties during abatement; Organizes and maintains documentation and prepares cases for filing or submission for prosecution. Testifies in court for the City in legal actions taken to gain compliance. Presents the case to the court when the defendant is not represented by counsel; Recommends and implements policies, procedures, and performance standards to assure efficient and effective code enforcement activities in compliance with City guidelines, goals, and objectives; Operates a City vehicle under routine conditions; provide transportation to and from job site for code enforcement purposes, supplies and equipment; Keeps immediate supervisor and designated others accurately informed concerning work progress, including current and potential work problems and suggestions for new or improved ways of addressing such problems; Attends meetings. Conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on

principals, practices, and new developments in assigned work areas; responds to citizens' questions and comments in a courteous and timely manner; Maintains computer data base of information and records; Enforce public works engineering design standards, community development ordinances, and business licenses; Performs field inspections, inspecting premises for overall cleanliness, adequate disposal of garbage and rubbish, and signs of vermin. Estimate equipment, materials and time required to complete individual projects. Consider physical limitations and available resources. Instructs clients in the proper work procedures and use of tools and equipment. Enforce safety procedures. Maintains accurate records of client participation and prepare related reports as required. Coordinates with other city, county and state departments/divisions/agencies in various capacities regarding community hazards and the enforcement of codes.

MINIMUM QUALIFICATIONS:

Knowledge and skills require working knowledge of zoning and land use regulations, and municipal codes that govern land use, parking, signage, and a variety of other community commerce and activity. Knowledge of enforcement procedures and City code. Understanding of expectations of privacy pertaining to private property. Requires basic knowledge of criminal and civil law in the State of Oregon. Basic math skills with the ability to add, subtract, multiply and divide using whole numbers, common fractions, and decimals. Requires sufficient knowledge of, and skill at, using computers to access and use common office productivity software. Requires sufficient English language skill to prepare professional correspondence and other materials. Requires well-developed human relations skills to convey technical concepts to external customers, to employ process facilitating techniques and exercise patience, tact and courtesy when dealing with verbal confrontation and speak to small groups in public settings.

EDUCATION and EXPERIENCE:

High School diploma or GED equivalent required. Three years related experience and/or training; or associates degree plus one year of related experience and/or training.

LICENSES and CERTIFICATES:

- Valid Oregon Driver's License as an essential job function. Must possess and maintain a valid driver's license within thirty (30) days of hire.
- Satisfactory Driving Record without record of suspension or revocation in any state and acceptable to the City and the City's insurance carrier.

Ability to obtain the following certifications within one year of hire date:

- Oregon Code Enforcement Association Membership.

ABILITIES:

Requires the ability to carry out the responsibilities of the position. Requires the ability to identify and respond to citizen complaints, concerns, and need for compliance with municipal codes. Requires the ability to learn, apply and interpret all applicable codes and laws within the responsibility of the position. Requires the ability to facilitate productive discussions with

customers, diffuse arguments, resolve conflicts, and negotiate solutions. Requires the ability to recognize choices and alternatives when dealing with land use, nuisance, and municipal code issues. Requires the ability to make sound and logical decisions in conformance with established laws and codes. Requires the ability to organize data that supports testimony. Requires the ability to work as a contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.

PHYSICAL ABILITIES:

Must be able to meet Department's physical standards. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPPLEMENTAL INFORMATION:

Work is regularly performed in both office and field settings in all weather conditions. Some safety considerations exist from emotional, argumentative, or hostile customers and temperature/environmental variations. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The employee occasionally performs duties within the public right-of-way and is occasionally exposed to unsanitary conditions. The noise level is moderate.

HOURS of WORK:

Part-time hours are flexible for this position; however, a portion of hours must be dedicated to working with City staff during working normal hours, testifying in court, and communicating with supervisor.

Full-time hours are 40 hours per week that include monthly City Council meetings for reporting purposes unless reasonable accommodations are made.

THIS IS AN AT WILL POSITION.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, 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.

Approval: _____
Supervisor Signature

Approval: _____
Employee Signature

Date: _____
Supervisor

Date: _____
Employee

Adopted:
Resolution 2022-895 June 14, 2022