



JOB DESCRIPTION

CITY OF MOLALLA

Job Title: Code Enforcement Officer

FLSA Status:	Non-Exempt
Department:	Public Works
Union Representation:	Represented

Class Summary

Under the direction of the Public Works Director, where standard practices enables the employee to proceed alone on regular duties. The employee performs a variety of routine and complex work in the interpretation and enforcement of codes and regulations in such areas as planning, zoning, community nuisance, property maintenance, housing, signage and related areas.

Duties and Responsibilities

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

- 1) Performs a variety of duties involved in the investigation and resolution of potential violations, collaborating with residents and businesses to achieve voluntary compliance with codes whenever possible.
- 2) Assists in the development of goals for the Code Enforcement Program that reflects an awareness of private property rights and evaluates the effectiveness of the program. Explains, interprets, and makes presentations to groups and businesses. Drafts and distributes a variety of correspondence relating to code enforcement issues and actions.
- 3) Monitors activities in the public and private sectors of the City on a periodic basis by scheduling ongoing field investigations to pro-actively maintain compliance with applicable codes and regulations, responds to public inquiries regarding

permits and/or licenses. Responds to and investigates complaints regarding violations of city ordinances and regulations.

- 4) Coordinates information and actions with other departments, jurisdictions or regulatory agencies.
- 5) Seeks, when required, prosecution through the municipal court system, coordinating activities with the prosecutor; collects and analyzes evidence for complaint preparations and case prosecution; testifies in court as required.
- 6) Must have demonstrated ability to handle stressful situations and effectively deal with difficult people.
- 7) Routinely read water meter route and perform re-reads
- 8) Perform water shut offs due to non-payment as generated by Utility Billing Clerk.
- 9) Replace dead, broken water meters as necessary.
- 10) Assist on Public Works crew on occasion in flagging traffic, etc.

The above description covers the most significant duties performed but does not exclude other occasional work assignments not mentioned.

Qualifications

- Knowledge of municipal code enforcement methods and procedures; knowledge of zoning, housing, transportation, health, sanitation and nuisance ordinances and codes, animal and business license/permit regulations, regulations and requirements of court evidence, rules of evidence and related procedures.
- Valid Oregon passenger vehicle operator's license.
- Ability to obtain certification as a Certified Code Enforcement Officer or other similar certification within one (1) year of appointment.

Work Environment

Code Enforcement Officers work both indoors and outdoors. Code Enforcement Officer's work can be physically demanding and is occasionally performed in locations that are unclean or difficult to access.