

Code Enforcement Officer (\$15.00 to \$25.00 per hour)

- a) Description. Part-time position under the supervision and direction of the Public Works Director, with hours set by the Public Works Director. Investigates activities and complaints, as directed by the Public Works Director to determine if there is non-compliance with City Ordinances and policies. Takes enforcement action, in compliance with City policies and ordinances, and when appropriate, brings issues to the Public Works Director for Council action, as may be appropriate. Duties require operation of a city vehicle, good physical mobility and may require running and manipulating and lifting heavy objects. Duties require working with difficult people and public education. Must be able to communicate in clear and courteous manner. Complaints to be investigated include, but are not limited to: abandoned vehicles, weeds, signs, visibility, debris, encroachments, water diversions and public health or safety issues. Responsibility for issuing letters, citations and arranging for towing and impoundment, as appropriate. Must follow all safety rules and procedures. Testify in Court, as may be necessary. Must maintain current knowledge of City ordinances and policies. Monthly written report to the Public Works Director of all activities, letters, citations and complaints required. Will require cooperative communications with the Public Works Director, City Recorder, the Fire Chief and other City staff.
- b) Minimum Qualifications. A high school diploma or GED, any specialized courses, and two (2) years of related work experience or any satisfactory combination of experience and training which demonstrates knowledge, skills and abilities to perform the above services. A valid Oregon driver's license is required. Must be proficient with computer for reports. Knowledge of animal behavior, or current Animal Control certificate is desirable. CPR/First Aid certificate is desirable. Spanish bilingual capability preferred. Police or other dispatch radio experience preferred.