



## City of Lake Oswego, Oregon

### Job Description

## ASSISTANT CODE ENFORCEMENT SPECIALIST

**FLSA Status: Non-exempt**

**Salary Grade: 151**

**Union Representation: Temporary Non-represented**

**Job Code: \_\_\_\_**

### Class Summary

Assists the Code Enforcement Specialist in conducting site and field inspections and in enforcing the City's Community Development Code covering zoning and development standards, Signs, Trees and Fence Codes. The position serves the community by helping residents maintain attractive and viable neighborhoods by assuring compliance from responsible parties. Incumbent gathers evidence used in court proceedings for code violation cases. This position works under the general direction of the Code Enforcement Specialist.

### Essential Duties and Responsibilities

*The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:*

1. Assists Code Enforcement Specialist in implementing 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.
2. Investigates citizen inquiries and complaints concerning code violations, as assigned; assists with actions to mediate and resolve conflicts.
3. Drafts staff reports, enforcement letters, and other correspondence, as assigned.
4. Develops forms, records, and reports for evaluation and documentation of code enforcement activities, researches legal documents and summarizes information, as assigned.
5. Organizes and maintains documentation and prepares cases for review by the Code Enforcement Specialist, in support of legal action taken to gain compliance with applicable codes.
6. May assist in the development of code revisions.
7. Enforces the Sign Code; removes prohibited temporary signs; and maintains and updates the City's sign inventory.
8. Enforces the Tree Code; inspects development sites to assure proper installation of the tree protection fencing; and monitors the mitigation planting program.
9. Performs other duties of a similar nature or level.

### Minimum Qualifications

#### Knowledge of:

- City codes and related statutes.

- Code compliance methods and techniques.
- Federal, state, and county zoning and land use regulations.
- Design and construction practices.
- Safety procedures and equipment specific to the position's area of assignment.
- Personal computers and related software applications.

### **Skills and Abilities to:**

- Clearly communicate enforcement violations and corrective actions in a firm and impartial manner
- Understand specifications, legal documents, land descriptions, City codes and related regulations and statutes.
- Read and understand topographical, landscape, FEMA and FIRM maps, plot plans, blueprints, aerials and GIS data.
- Explain complex codes and regulations to the public, professionals and other agencies.
- Utilize a variety of tools and equipment related to code enforcement investigation including digital cameras, scale sticks, noise meters, cell phones, pagers, computers and office machines.
- Use a variety of computer databases including internal and external law enforcement systems
- Perform mathematical calculations related to assigned area.
- Perform detailed research of public records, statutes and laws.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

### **Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is through obtaining an Associate's or Bachelor's degree in Planning, Landscape Architecture, Natural Resources, Construction Management, or related field, and one year of related experience; or an equivalent combination of training and experience to perform the duties of the job.

### **Licensing and Other Requirements:**

Some positions in this classification may be required to possess a valid driver's license and ability to meet the City's driving standards.

Duties will occasionally involve working in adverse or inclement weather conditions; exposure to high noise levels; attending meetings or activities outside normal working hours; operation of a motor vehicle on public roads.

### **Physical and Mental Demands**

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Heavy Physical Work: Must be able to move objects by exerting up to (50) pounds of force occasionally and/or up to (20) pounds of force frequently, and/or up to (10) pounds of force consistently.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

---

**Department Director**

**Date**

---

**Human Resources Director**

**Date**

---

**Employee**

**Date**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*