



City of Lake Oswego, Oregon

Job Description

CODE ENFORCEMENT SPECIALIST

FLSA Status: Non-exempt

Union Representation: LOMEA

Salary Grade: 164

Job Code: 2034

Class Summary

Conducts site and field inspections and enforces 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 testifies in court presenting all aspects of code violation cases. This position works under the general direction of the Assistant Planning Director.

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. 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.
2. Responds to and investigates citizen inquiries and complaints concerning code violations; acts to mediate and resolve conflicts.
3. 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.
4. Attends court proceedings and makes presentations before the Municipal Judge on code violations.
5. Meets with business owners, developers, or residents to inform them of violations and discrepancies; explains and interprets codes and communicates solutions.
6. Writes staff reports, enforcement letters, and other correspondence.
7. Develops forms, records, and reports for evaluation and documentation of code enforcement activities, researches legal documents and summarizes information.
8. Organizes and maintains documentation and prepares cases for filing or submission to City Attorney, testifies for the City in legal actions taken to gain compliance.
9. Assists in the development of code revisions, and initiates revisions as necessary.
10. Makes presentations before the Development Review Commission, Planning Commission and the City Council on code amendments.
11. Enforces the Sign Code; removes prohibited temporary signs; and maintains and updates the City's sign inventory.

12. Enforces the Tree Code; inspects development sites to assure proper installation of the tree protection fencing; and monitors the mitigation planting program.
13. May staff citizen task forces or committees.
14. 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
- Effectively resolve conflict
- Serve customer needs.
- Analyze and interpret complex code enforcement issues and adopt effective courses of action.
- 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 a Bachelor's degree in Planning, Landscape Architecture, Natural Resources or related field, and two years of increasingly responsible 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.