

---

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Land Development Services	CLASSIFICATION:	315
SUPERVISOR:	LDS Director	SALARY RANGE:	25
UNION (Y/N):	Yes	LOCAL:	AFSCME Local 1442

---

**GENERAL STATEMENT OF DUTIES:** Inspect residential buildings and plans for compliance with State and County codes. Interpret and enforce statutes, rules, codes and ordinances relating to zoning, building, solid waste, surface mining, rural addressing, subsurface sewage and environmental health issues in accordance with the provisions the County Code Enforcement Ordinance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Investigate complaints regarding alleged violations of planning, zoning, building, plumbing, solid waste, surface mining, rural addressing, subsurface sewage and environmental health codes, statutes, ordinances and conditions and related Oregon Revised Statutes for which enforcement authority has been granted by the County Code Enforcement Ordinance.

Investigate and enforce specific criminal laws as specified in the County Ordinance as an enforcement officer duly authorized under Ordinance.

Conduct site inspections, document findings and maintain case records concerning case activity.

Provide information to the Board of Commissioners, staff, defendant and general public concerning the status of complaints filed.

Carry out provisions of the Columbia County Code Enforcement Ordinance including giving notice of warning letters and notices of violation, issuance of citations when necessary and draft documentation for court appearances. Appear in court as necessary.

Conduct periodic review of land use and building permits to assess compliance with the conditions of approval. Take appropriate action when conditions are not being met.

Coordinate enforcement actions between the Building, Planning and Environmental Services Division staff within the department, County Counsel, Sheriff's Department and Board of Commissioners.

Coordinate the Dumpstoppers Program within Land Development Services including activities related to the investigation, enforcement and cleanup of illegal dump sites in the County.

Respond to inquiries related to enforcement procedures, practices and requirements and application of codes.

Prepare information related to compliance program and maintain various related records.

Draft and recommend new and/or updated ordinances, policies and forms and procedures for the

**JOB DESCRIPTION: CODE ENFORCEMENT OFFICER**

DATE:07/09/2009

code compliance and inspection program.

Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Supervision is not a normal responsibility of this position.

**SUPERVISION RECEIVED:** Work under the general supervision of the Land Development Services Director who assigns and reviews work for conformance to established procedures and methods.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Equivalent to an Associate's degree in a related field. Three years of progressively responsible experience in law or code enforcement and inspections and/or related work necessary to obtain the necessary qualifications. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be accepted.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must possess a valid driver's license and be insurable under the County's liability insurance.

**SPECIAL NECESSARY REQUIREMENTS:** Must be free of criminal convictions which would affect appointment to enforce the related ordinances/statutes or which would violate any other County policy.

**DESIRABLE QUALIFICATIONS:** Certification by the State of Oregon as a C.A.B.O. one and two family dwelling structural and one and two family dwelling plans inspector and certification as a manufactured home installation inspector.

**KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of the principles and practices of law enforcement and code enforcement as they relate to land use, solid waste, public nuisances. Knowledge of State and County codes. Knowledge of report composition, effective communication practices, interpretation and enforcement of statutes, rules, codes, ordinances and conditions of approval.

Familiarity with computer systems and the use of general business software, such as word processing and spreadsheets.

Ability to conduct thorough investigations, compile data, and prepare and present clear, concise reports. Ability to communicate effectively with people of varying backgrounds who may be hostile or abusive. Ability to comprehend and interpret statutes, codes, rules, ordinances, correspondence, complaints, reports and conditions of approval. Ability to uniformly apply laws, ordinances and regulations to diverse situations. Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public.

**JOB DESCRIPTION: CODE ENFORCEMENT OFFICER**

DATE:07/09/2009

**PHYSICAL DEMANDS:** 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.

Physical demands while in the office are minimal, involving the movement of files, books, equipments, etc. seldom exceeding 20 pounds. Field activity requires additional physical demands, such as walking and/or standing for long periods of time, bending, stooping, climbing, etc.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work time is split between a general office environment and field activities. The performance of field work may require walking over various terrains or other hazards, and exposure to all weather conditions. Extensive travel is necessary, requiring the operation of a motor vehicle, often to remote areas. The employee may be required to travel at night time or on weekends or in inclement weather to investigate enforcement complaints. The employee may be exposed to a hostile environment when dealing with code/law offenders and must be able to interact to diffuse offender aggression.