

## Dunes City Code Enforcement Officer/Part-Time

### Job Description

<b>Department:</b> City Of Dunes City	<b>Classification:</b> Non-Exempt/Hourly
<b>Reports to:</b> City Administrator or his/her designee	<b>Representation:</b> <i>None</i>
<b>Pay:</b> \$20-32/hour	<b>Date Adopted:</b> 11/01/2024

### General Position Summary:

The Code Enforcement position is primarily responsible for carrying out all enforcement related duties pertaining to the City's Code of Ordinances, Land Development Regulations, and other applicable codes; providing support in the enforcement of the Dunes City Code and to ensure public safety. This position also serves for supplemental duties as needed specific to the Planning Department and the Building Department for the City. Code Enforcement is an integral part of maintaining a safe and economically viable community.

### Essential Functions:

- Performs a variety of field and office work in support of the City's local code enforcement program; enforces compliance with City regulations and ordinances and other matters of public concern.
- Issue notices and warnings for violations of regulations and codes.
- Receives and responds to citizen complaints about potential violations; interviews complainant and witnesses if possible; conducts investigations and provides recommendations for resolution.
- Conducts regular patrol and field investigations of various areas within the City for visible violations; attempts to make contact at a residence in order to resolve violation; issues and posts warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedules and performs all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions and negotiations to ensure compliance with appropriate codes and ordinances.
- Work with property owners to ensure compliance with regulations and codes.
- Maintains accurate documentation and property files on all investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; draws diagrams and illustrations and takes photographs
- Prepares a variety of written reports, memos, and correspondence related to enforcement activities.

- Provide education and information about regulations and codes to the public.
- Work with City to ensure public safety and quality of life.
- Keep up-to-date on changes in regulations and codes and attend training as needed.
- Provide recommendations for changes to regulations and codes based on experience and observations.
- Enforce Dune City's ordinances, state statutes and any other regulations that serve as authority for enforcement actions.
- Deal with citizens and public officials under conditions requiring tact and good judgment and effectively enforce, in a firm and courteous manner, the City's position on compliance while dealing with a sometimes angry and hostile public.
- Maintain confidentiality on sensitive issues.
- Operate a computer database to enter, process and acquire data relative to complaints, inspection sites, and effective code enforcement; researches complaints.
- Effectively and tactfully communicate orally and in writing regarding technical issues of non-compliance, codes, complaints, and administrative procedures.
- Read, interpret, and explain City codes and site plans, maps and work plans
- Establish and maintain effective working relationships with associates, supervisors, property owners, contractors, City officials, vendors, Mayor, Council, City Administrator, City Attorneys, architects, engineers, other departments, outside agencies, and the general public.

**Desired Qualifications:**

- Associate's degree in planning, environmental science, sanitation or health, law enforcement, or a related field.
- Two years of experience working with the public in areas that relate to ordinance enforcement, municipal code enforcement, planning, building and land use inspection, environmental health and science or closely related field.
- Experience with enforcement, permitting, and inspections of Short-Term Vacation Rentals.
- Must have a valid Oregon Driver's license.
- Must possess and maintain auto liability insurance at a minimum as per the latest edition of the personnel policy.
- Any satisfactory combination of work, education, training, or experience relevant to the position, as determined by Dunes City.

**Knowledge, Skills, & Abilities:**

- Computer literacy in Microsoft Word, Outlook, and Excel.
- General knowledge of municipal code enforcement codes, ordinances and regulations.
- General knowledge of principals, practices, techniques and equipment of code inspection, investigation and enforcement.
- Strong communication skills both in oral and written form and have the ability to communicate complex ideas.
- Ability to perform several tasks at one time.
- Ability to safely operate a vehicle.
- Computer literacy in Microsoft Word and Outlook and other City data-base software.
- Work cooperatively and effectively as a team contributor, having strong attention to detail and excellent customer service skills.
- Ability to meet and deal with the public in an effective and courteous matter; strong interpersonal skills and ability to de-escalate conflicts which may arise in the office or the field as a result of enforcing codes.
- Valid Oregon driver's license and a clear driving record for the past three years.

**Working Conditions:**

- Must be able to work indoors as well as outdoors in all climate conditions with full exposure to the elements.
- Requires the physical strength and agility to perform assigned tasks, which include but are not limited to, bending, twisting, walking, climbing, reaching above and below the shoulders, lifting and pulling, pushing or carrying objects which may weigh more than 25 pounds; may also walk on slippery and/or uneven surfaces and climb ladders.
- May be exposed to chemicals, solvents, dust, grease/oil, fumes, vibration and noise.
- Specific vision abilities required by this job include distance vision, peripheral vision and depth perception.
- Must be able to hear clearly even in a noisy environment.
- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to fumes or airborne particles and exposure to outdoor weather conditions.

The factors described herein, are representative of, but not all-inclusive of, those that must be met by an individual to successfully perform as a Dunes City Code Enforcement