



City of Clatskanie Code Compliance Officer (Part Time)

Job Description

Job Title: Code Enforcement Officer (Part Time) **Class:** FLSA Non-Exempt
Department: Administration **Date:** June 23, 2022
Salary Range: \$15 - \$25 hr. DOE

JOB SUMMARY:

Performs routine public safety work in the enforcement of city ordinances, parking enforcement ordinances, code enforcement ordinances, and abandon or discarded vehicle ordinances.

ESSENTIAL JOB FUNCTIONS:

- Does routine patrol of City streets for illegally parked vehicles and civil code violations such as illegal signs, garbage and debris, weeds and tall grass, City park ordinances, abandoned or discarded vehicles, and works to rectify any violation located within the City.
- Investigates Municipal Code complaints. Follows municipal civil infraction code procedures to compel resolution of complaints.
- Maintains an accurate and up-to-date notebook and complaint logs.
- Prepares reports on enforcement activities and citizen contact.
- Maintains up-to-date knowledge of applicable codes, regulations, and Ordinances.
- Works an assigned shift using good judgment in deciding course of action being expected to handle difficult situations.
- Carries out duties in conformance with Federal, State, County, and City laws/ordinances and policies.
- Handles other tasks as assigned.

QUALIFICATIONS:

Minimum Education and Experience:

- a. High school diploma or GED equivalent
- b. An equivalent combination of education and experience.

Desirable Experience:

- a. Background and experience in law enforcement

Necessary Knowledge, Skills and Abilities:

- a. Some knowledge of law enforcement principles, procedures, techniques, and equipment.
- b. Basic computer skills, and knowledge of Microsoft Office Applications.
- c. Ability to learn the applicable laws and ordinances.
- d. Ability to communicate effectively orally and in writing.
- e. Ability to establish and maintain effective working relationships with peers, supervisors and the public.
- f. Must possess excellent people skills.
- g. Ability to exercise sound judgment in evaluating situations and in making decisions.
- h. Ability to follow verbal and written instructions.
- i. Ability to meet the special requirements listed below.

- j. Ability to learn the City's geography.
- k. Must possess, or be able to obtain by time of hire, a valid State Driver's License.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally to walk short distances while accomplishing patrol of the city.

WORKING CONDITIONS:

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.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee will frequently be required to walk short distances on pavement, grass or gravel to observe any code infractions.

SUPERVISION RECEIVED

Works under the general supervision of the City Manager.

RECRUITMENT PROCESS

Complete City of Clatskanie application available at www.cityofclatskanie.com. Send application and resume to:

City of Clatskanie
Attn; Code Enforcement Recruitment
P.O. Box 9
Clatskanie, OR 97016

Electronic submissions are welcome. Send to: ghinkelman@cityofclatskanie.com. Please put "Code Enforcement Recruitment" in subject line. This job recruitment will close 5pm, July 8, 2022. Finalists will be contacted for an interview. Selectee will be subject to a background check. Selectee will be required to move to Clatskanie area.

THIS JOB DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND OTHER DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT TO THE POSITION.