

City of Florence
Code Enforcement and Education Officer

DEPARTMENT: Police
CLASSIFIED: Part Time
DATE: November 29, 2011

REPORTS TO: Police Chief
POSITION STATUS: Non-Exempt
SALARY: \$14.64-\$23.85/Hr

CODE ENFORCEMENT OFFICER

PURPOSE OF POSITION:

Perform code enforcement functions for the City of Florence including but not limited to: parking enforcement, general city code enforcement, i.e. signs, setbacks, illegal construction, nuisance abatement, traffic control, property and evidence room management, abandoned vehicle abatement, prepare and present public presentations relative to city code enforcement activities, issuing citations as necessary, taking appropriate abatement actions, and duties as assigned.

ESSENTIAL JOB FUNCTIONS:

Observe and report hazardous conditions, obstructions to traffic, and other emergencies and responsible to direct traffic at special events, fire, crime, accident scenes, and power outages.

Respond to and investigate city code violations using all codes and regulations required to bring violations into compliance with the primary strategy to gain voluntary compliance.

Contact the public either in person or by telephone and be responsible for the investigation and resolution to all nuisance violations and other ordinance violations that may come to the attention of the department, up to and including issuance of citations for ordinance violation.

Detect and abate violations of the Florence City Code, serve subpoenas, testify in court.

Enforce parking laws and regulations applicable to non-moving vehicles and issues citations as necessary, identify and tow abandoned vehicles as authorized, recover stolen vehicles when found unattended.

Prepare written records, reports, and citations regarding investigations, which are reviewed by the supervisor and used for code violation abatement, prevention, education, and prosecution.

Conduct case or incident investigations and related follow-up activities; gather and preserve evidence, interview and state statements from involved persons and witnesses, prepare related reports.

Maintain effective working relationships with members of all city departments and with the general public.

Provide assistance to other city staff as workload and staffing levels dictate.

Maintain city issued equipment.

Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.

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Maintain work areas in a clean and orderly manner.

Follow all safety rules and procedures for work areas.

Must be able and willing to work on Saturdays and occasional holidays.

Perform all other related duties as assigned.

MANDATORY REQUIREMENTS:

Complete and pass a background investigation showing good character meeting the same requirements as a police officer per OAR 259-008-0015 except no psychological examination is required. A pre-employment drug use test and credit history check will be required.

Must possess a valid Oregon Drivers License at the time of appointment and have an acceptable driving record.

Must possess a High School Diploma or General Education Certificate (GED), however possession of AA degree or Bachelors degree is desirable.

Must have two years experience dealing with the public in an enforcement, inspection, investigation, or customer service capacity. Prior law enforcement experience is not required, but desirable.

KNOWLEDGE OF:

Code Compliance methods and techniques

Basic personal computer operations

Procedures and methods to perform all duties in a safe and efficient manner

How to deal with the public in a tactful, professional, but firm manner

Modern office procedures, practices and equipment
Prepare and maintain accurate and concise records and files.

Think and act quick and independently.

Analyze and interpret complex code enforcement issues and adopt effective courses of action.

Perform detailed research of public records, statutes, and laws

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Demonstrate the intellectual capabilities required to perform this job

Write with clarity and with proper grammar

Understand and carry out oral and written instructions

Communicate orally and in writing accurately and in a concise manner

Be a team player in the department

Able to deal effectively with difficult people whenever encountered

Use reasonable good judgment in decision making

Demonstrate intellectual capabilities

Maintain physical condition appropriate to the performance of assigned duties and responsibilities

Organize and coordinate public presentations and forums

Perform all duties with little or no supervision

MUST HAVE THE ABILITY TO LEARN:

To interpret and apply general orders, policies, directives, laws, codes, and regulations with impartiality, efficiency and effectiveness.

City Codes of Florence

Basic organization of the Florence Police Department and the functions of a municipal law enforcement agency

Basic organization of the Florence Community Development Department and the functions of a municipal building and planning department

Basic organization of the Florence Public Works Department and the functions of a municipal department responsible for delivery of municipal infrastructure systems and services

Basic organization of the Florence Finance Department and the functions of a municipal department responsible for collection of taxes and revenues

Basic organization of the Florence City Manager's Office and the function of a municipal department responsible for licensing of businesses.

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Demonstrate the ability to testify effectively in court, hearings, and in front of the City Council or any other City Boards, Committees, or Commissions

Learn the layout of the City of Florence and read maps of the City of Florence

Manage a property and evidence room

Learn first aid, CPR, and the use of the AED

Any combination of training, experience, and education that would likely provide the required knowledge and abilities will be individually assessed for qualification for this position.

SPECIAL REQUIREMENTS/LICENSES:

Must possess a valid Oregon Drivers License at the time of appointment and have an acceptable driving record

Must possess a High School Diploma or General Education Certificate (GED), however possession of AA degree or Bachelors degree is desirable

Must have two years experience dealing with the public in an enforcement, inspection, investigation, or customer service capacity.

DESIRABLE ADDITIONAL QUALIFICATIONS: Prior law enforcement experience and the ability to draft and review City ordinances and code provisions as necessary to improve the City Code Enforcement and Education Program is desirable, but not required.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee frequently required to sit, communicate, reach, and manipulate objects, tools, or controls.

Requires the mobility and ability to operate a motorized vehicle.

Requires manual dexterity and coordination while operating equipment such as a computer keyboard, a motorized vehicle, a digital camera, and other items.

Requires the ability to lift and/or carry an object up to 25 pounds or weight; must be able to drag a 150 pound person at least 25 yards on an infrequent basis.

May require prolonged standing for substantial periods of time.

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May required prolonged operation of a motor vehicle for substantial periods of time.

WORKING CONDITIONS:

Requires working in an office environment and in the field.

The Code Enforcement Officer will be required to work in hot, cold, wet, and dry environments and in all kinds of inclement weather.

The Code Enforcement Officer may be exposed to physical hazards from obstacles, unstable structures, infectious waste, debris, noxious fumes, toxic chemicals, automobile traffic, drugs and drug paraphernalia, persons involved in criminal activity while conducting inspections, and angry citizens.

PROBATIONARY PERIOD:

The successful applicant must complete an 18 month probationary period prior to being granted permanent status.

SUPERVISORY RESPONSIBILITIES:

Supervision is not a function assigned to this position.

SUPERVISION RECEIVED:

Works under the general supervision of the Police Chief