

LINN COUNTY CLASSIFICATION

TITLE: CODE ENFORCEMENT TECHNICIAN

NUMBER: 321

PAY RANGE: 15

CATEGORY: SEIU
2006

APPROVAL ORDER

NUMBER: 2006-262

DATE: May 23,

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs a variety of duties in the enforcement of land use, building code and other county development codes and regulations including field inspections, receiving, investigation and documenting complaints and filing and serving citations for infractions.

SUPERVISION RECEIVED: Works under the general supervision of the Planning and Building Department Director. Will receive work assignments from the Building Official. The employee is responsible for carrying out tasks with a minimum of supervision.

SUPERVISION EXERCISED: Supervision is not a regular responsibility of positions in this class; however, experienced employees may be asked to assist with the training of new employees.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Receive complaints and investigate possible code violations, including but not limited to land use activities, construction without permits, nuisances and placement of fill.
2. Document and maintain logs and complete records of all investigations, including complaints, photographs and evidence, telephone contacts, follow-up visits and correspondence and citations. Prepare documentation of specific violations, interview witnesses, and perform necessary research of deeds, legal descriptions, car ownership, tax and assessment records, and provisions of State Law and County Ordinance.
3. Contact individuals to advise of code violations and methods of compliance.
4. Issue warnings and citations related to violation of codes and ordinances.
5. In consultation with supervisor and the Enforcement Committee, prepare and serve citations for County Code infractions.
6. Coordinate and attend meetings with alleged ordinance violators and attempt to achieve compliance. May serve as liaison between complainants and alleged violators in an attempt to achieve compliance.
7. Represent the County in court with respect to code and ordinance violations.
8. Develop and maintain effective, harmonious and reasonable work relationships with others.

9. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

10. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Basic understanding of building code functions; basic knowledge of zoning issues and building inspection functions, ability to analyze factual situations and relate facts to Planning and Building Department responsibilities; ability to work with the public to obtain compliance through persuasion and reason rather than coercion; ability to develop and maintain cooperative working relationships with other agencies, employees and the public; ability to communicate in writing and organize and maintain records.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school with one year of experience in inspection services, land use planning, law enforcement or related field. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described may substitute for the above.

NECESSARY SPECIAL QUALIFICATIONS: Must possess a valid Oregon driver's license and have an acceptable driving record.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed primarily in an office setting with a requirement to move to inspect job sites whenever necessary. The work requirements include the ability to see, talk and hear, sit and stand, walk, bend and stoop, drive a motor vehicle, handle or operate objects or controls, and reach with hands and arms. Must be able to lift/move and carry up to fifty (50) pounds.