

City of Cottage Grove
Job Description
Planning/Code Enforcement Technician – Community Development

Department: Community Development	FLSA: Non Exempt
Reports to: Community Development Director	Representation: N/A
Pay Range: 11.50 per hour	Date Adopted: 7/1/2016

Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee, and may be changed by the employer at any time.

GENERAL POSITION SUMMARY:

Performs a variety of work in the interpretation and enforcement of codes and ordinances including but not limited to the Cottage Grove Municipal Code, nuisance ordinance, land use issues and abandoned property. Performs other planning tasks as assigned.

DUTIES AND RESPONSIBILITIES:

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

Acts as a Code Enforcement Technician: patrols and inspects the community to monitor or respond to complaints for potential code violations relating to signing, nuisances, noise, dumping, hazardous conditions, weed abatement, health and sanitation and all codes. Provides land use planning assistance of various types to the City Planner. Performs other related work as required.

ESSENTIAL FUNCTIONS:

- Conducts field investigations of potential violations of city, state, and applicable federal laws.
- Gathers evidence; questions complainants, witnesses, victims and suspects; makes findings; issues warnings, correction notices, or citations.
- Reviews and explains applicable codes and ordinances and secures code compliance.
- Maintains variety of logs and records. Prepares reports related to inspection and enforcement of each activity within the position.
- Compose and/or type letters and reports; maintain files.
- Coordinates efforts with related departments and agencies.
- Attend required training classes.

- Assist City Planner with planning tasks including but not limited to surveys, inspections, data gathering, report preparation, and public presentations.
- Serve as contact person to citizen inquiries and provides information on codes, regulations, policies and procedures as appropriate.
- Perform other duties as assigned.

IMPORTANT FUNCTIONS/ABILITY TO:

- Learn safety rules as set forth by OSHA and city standards;
- Learn code enforcement principles, practices, and methods as applicable to a municipal setting;
- Learn nuisance and public safety health codes;
- Learn inspection techniques;
- Learn the geography of the city and location of public facilities;
- Prepare, organize, and maintain inspection field data, reports and systems;
- Analyze complex situations, problems, and data, and use sound judgement in drawing conclusions and making decisions;
- Comprehend and articulate complex facts and relationships in detail;
- Testify in court in objective, concise, and professional manner;
- Produce or obtain reports, graphs, charts, photographs of evidence, videos or exhibits;
- Learn applicable laws, ordinances, and department rules;
- Learn how and when to demonstrate personal qualities of persuasion, patience, perseverance, thoroughness, independent decision making, friendliness, firmness, and flexibility;
- Learn judicial system procedures, policies, jurisdictions, and terminology;
- Work harmoniously and cooperatively with public, co-workers, subordinates, and supervisors;
- Effectively deal with public including difficult or angry people;
- Effectively communicate verbally and in writing;
- Learn to operate communication equipment including telephone and two-way radio system;
- Give public presentations to a variety of groups, e.g. service clubs and schools.

ESSENTIAL PHYSICAL REQUIREMENTS:

The physical demands or requirements 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.

- Must be physically capable of moving about incident scenes. Must be physically capable of working in adverse weather conditions.
- The employee is frequently required to stand, walk, use hands and fingers to handle or operate objects, tools or controls, and reach with hands and arms.
- The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl, hear or talk, and taste or smell.
- Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land uses and other matters. Hand-eye coordination is necessary to operate various pieces of office and field equipment.

- Employee must be able to lift and/or move objects such as equipment, supplies, or evidence weighing up to 10 pounds on a frequent basis and 50 pounds on a semi-regular basis.

JOB SPECIFICATIONS:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Education & Experience:

High School diploma and one year experience providing public assistance in a social environment.

Special Requirements and Certifications:

- Possess a good driving record. This classification requires the use of a City vehicle while conducting City business. Individuals must be physically capable of operating the vehicle safely and must possess a valid Oregon driver's license. Employee must maintain a safe driving record while employed with the City.
- Must be able to pass a background check.
- Must be able to use computers and be familiar with computer programs such as MS Word, MS Excel, MS Power Point, and Google.
- Knowledge of basic Spanish desired.

Supervision Received: Under direct supervision of Community Development Director. After training period, performs routine duties independently. Does not supervise others.

THE CITY OF COTTAGE GROVE IS A DRUG FREE WORK PLACE.