

CITY OF ORTING

JOB DESCRIPTION

Job Title: Code Enforcement Officer
Job Code: N/A

Department: Police

Reports to: Police Chief

Effective date: 8/01/12

Hourly Pay Range: \$23.09 - \$28.40

Major Function and Purpose

The Code Enforcement Officer is a part time FLSA non-exempt, non Civil Service position. The Code Enforcement Officer performs a variety of code enforcement duties to support the activities of public safety. This position is responsible for the enforcement of certain regulatory ordinances within the City of Orting.

General Function

Under general supervision of the Police Chief, the Code Enforcement Officer performs a variety of code enforcement duties including enforcing the laws and ordinances of the Orting Municipal Code and the Orting Police Department; reports violations, hazardous conditions, safety, sanitation and health issues; responds to complaints of reported code violations, performs other code enforcement duties as assigned by the Chief of Police or Mayor.

Supervision Responsibilities

This is a non-supervisory position.

Job Duties and Responsibilities

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job related instructions and to perform any other job-related duties requested by a supervisor. Specific duties and responsibilities include, but are not limited to:

- Enforce the laws and ordinances of the City of Orting
- Investigates citizen complaints

- Prepares and submits code enforcement reports to the Chief of Police.
- Provides overall management of the city animal control program, including taking complaints, taking dogs into custody, transporting dogs, determining if a dog is dangerous or potentially dangerous. Coordinates with Public Works and the Building Department to provide animal control.
- Reports violations and hazardous conditions Chief of Police. Takes corrective action when necessary
- Testifies in court
- Responds to complaints of reported code violations relating to signage, nuisances, noise, garbage/rubbish dumping, abandoned vehicles, or other code related matters.
- Conducts field investigations of potential violations, gathers evidence, questions or interviews complainants, witnesses, and suspects, compares facts to code requirements and makes findings.
- Issues warnings, correction notices, and/or citations as necessary to appropriately address issues with safety, sanitation, health or other code or law violations.
- Is authorized to carry a gun and a tazer as allowed within the authority of a limited commission.
- Provides up to 10% of available time to police duties including court security.
- Other duties as assigned.

Knowledge, Skills and Abilities

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently and in a timely fashion.

- Knowledge of local, county and state laws
- Knowledge of departmental practices and procedures
- Ability to interact with the public in a courteous and professional manner.
- Effective conflict resolution skills
- Ability to communicate in person, on the telephone or other electronic devices
- Excellent written and oral communication skills.
- Computer experience with word processing and spreadsheets.
- Ability to lift and/or move up to 50 lbs in the course of daily duties
- Ability to withstand working outside in extreme weather conditions
- Ability to operate a motor vehicle both day and night
- Ability to follow directions carefully and to work independently.

Contact and Relationships

The Code Enforcement Officer will have contact with other city employees on a daily basis, as well as contact with the Mayor, City Administrator and Police Chief. Routine contacts may include citizens, Orting City Council members, school personnel and federal, state or county officials.

Physical Requirements

The employee performing the duties of Code Enforcement Officer must be able to perform the bona fide occupational qualifications of the position with or without accommodation. If accommodation is required, the employee must specify how duties will be performed and what accommodation is required.

Must have the ability to produce handwritten documents. The position may require sitting or standing for extended periods of time. This position also requires the ability to enter and exit a motor vehicle, and walk for short periods of time.

Minimum Recruiting Requirements

- High School diploma from an accredited school or GED
- Must be 21 years of age
- Possess a Washington State Drivers License
- Must be able to pass a background check
- Must be able to pass a Psychological Evaluation
- Must be able to pass a polygraph examination.
- Minimum 2 years experience in municipal code enforcement

Experience and Training

Any combination of experience and training that provides the desired skills, knowledge and abilities.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and requirements of the job change.