

JOB DESCRIPTION

City of Hillsboro

An Equal Opportunity Employer

Title City Code Enforcement Officer

Reports To: Safety & Service Director

Employee Status: Full-time

FLSA Status Non-Exempt

QUALIFICATIONS:

1. High school diploma or general education degree (GED)
2. Minimum of 1-3 years' experience (preferred) in enforcement, compliance related work including investigating allegations, conducting research and resolving complaints, concerns or conflicts.
3. ICC Property Maintenance and Housing Inspector Certification (Preferred)
4. Knowledge of local, state and federal building codes, zoning ordinances, land use regulations and industry best practices
5. Proficient in using software and technology for generation of reports, daily report activities and record-keeping.
6. Valid Driver's License

GENERAL DESCRIPTION:

This is a highly responsible administrative position conducting code enforcement activities and related projects. Considerable independent judgement and discretion is used in carrying out daily operations while adhering to the Hillsboro Code of Ordinances.

Under general supervision, performs a variety of technical duties in support of the City's local code enforcement program; monitors and enforces a variety of applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters of public concern; and serves as a resource and provides information on City regulations to property owners, residents, businesses, the general public, and other City departments and divisions; and to provide highly responsible and complex administrative support to the Safety and Service Director.

- Receives general administrative direction from the Safety and Service Director.
- Reviews the nature of environmental or health hazards, nuisance violations and unsafe building conditions.

ESSENTIAL FUNCTIONS:

- Perform a variety of field and office work in support of the City's local code enforcement program; enforce compliance with City regulations and ordinances

including those pertaining to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters of public concern.

- Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of City zoning and related municipal codes and ordinances; interview complainant and witnesses; conduct investigations and provide recommendations for resolution.
- Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances; issue administrative and parking citations and notices of violation as necessary.
- Prepare evidence in support of legal actions taken by the City; appear in court as necessary; testify at hearings and in court proceedings as required.
- Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; draw diagrams and illustrations and take photographs.
- Prepare a variety of written reports, memos, and correspondence related to enforcement activities.
- Patrol assigned area in a City vehicle to identify and evaluate problem areas and/or ordinance violations; determine proper method to resolve violations.
- Attend meetings and serve as a resource to other City departments, divisions, the general public, and outside agencies in the enforcement of zoning regulations; provide research and documentation for meetings; interpret and explain municipal codes and ordinances to members of the general public, contractors, business owners, and other interested groups in the field, over the counter, and on the telephone.
- Operate computer to enter, process, and acquire data relative to complaints, inspection sites, and effective code enforcement; research complaints.
- Participate in supervising the work of community service workers, county inmates, or volunteers engaged in community clean-up and preservation activities; determine locations and type of work to be performed.
- Locate vacant residences and businesses; secure buildings with proper materials as necessary; post the property as necessary; check vacant buildings regularly for transient activity, graffiti, and other forms of vandalism.

- May assist in researching, drafting, and rewriting municipal codes; participate in the development of forms and processes utilized to address various issues.
- Perform related duties as required.
- Possess the ability to read blueprints, review architectural drawings and inspect/investigate properties and buildings.
- Direct the development and implementation of the city of Hillsboro Code of Ordinances.
- Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- Serve as one of the City's resources for technical code expertise.
- Oversee and participate in the development and administration of the city budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Explain, justify and defend code enforcement programs, policies, and activities; negotiate and resolve sensitive and controversial issues.

OTHER DUTIES AND RESPONSIBILITIES:

1. On call twenty-four (24) hours a day, seven (7) days a week.
2. Provide staff assistance to the Safety and Service Director; prepare and present staff reports and other necessary correspondence.
3. Provide staff support to assigned boards.
4. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of code enforcement administration.
5. Respond to and resolve difficult and sensitive citizen inquiries and complaints with the utmost tact.
6. Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Operations, services, and activities of a municipal code compliance program.
- Pertinent codes, ordinances, laws, and regulations pertaining to zoning, nuisance abatement, property maintenance, building, health and safety, and related areas.
- Procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations.
- City services and organizational structure as they relate to code compliance.

- Legal actions applicable to code enforcement compliance.
- Effective public relations practices.
- Principles and procedures of record keeping.
- Methods and techniques of business correspondence and technical report preparation.
- Modern office procedures, methods, and equipment including computers and supporting word processing and spreadsheet applications.
- Occupational hazards and standard safety practices.
- Geographic features and locations within the area served.

Ability to:

- Independently perform a full range of municipal code enforcement and compliance duties.
- Interpret and apply applicable codes, ordinances, and regulations related to zoning, nuisance abatement, and health and safety issues.
- Inspect and identify violations of applicable codes and ordinances.
- Enforce pertinent codes, ordinances, laws, and regulations with impartiality and efficiency.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner.
- Investigate complaints and mediate resolutions in a timely and tactful manner.
- Prepare accurate and detailed documentation of investigation findings.
- Maintain complex logs, records, and files.
- Research, compile, and collect data.
- Prepare clear and concise technical reports.
- Make oral presentations and testify in court
- Work independently in the absence of supervision.
- Read County Assessors maps and property profiles.
- Read and interpret legal documents and descriptions.
- Understand and follow oral and written instructions.
- Type and enter data accurately at a speed necessary for successful job performance.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

GENERAL DUTY: SAFETY AND HEALTHFUL WORKPLACE

The employee:

1. Has contact with potentially violent and/or emotionally distraught persons.
2. Office/field environment; may work in inclement weather conditions.
3. Essential and marginal functions require maintaining physical condition necessary for sitting, standing or walking for prolonged periods of time; and operating motorized vehicles.

PERFORMANCE EVALUATION:

Per the City of Hillsboro’s contract and/or policy manual.

This job description in no matter states or implies that these are the only duties and responsibilities to be performed by the incumbent who will be required to follow other instruction and perform any duties required by the position’s supervisor, Safety Service Director.

Approved by Safety Service Director

Date

I understand, and will perform to the best of my ability, the job duties and requirements specified in this job description. I received a copy of the City of Hillsboro Personnel Manual.

Employee’s Signature

Date