

**CITY OF SALEM
CODE ENFORCEMENT OFFICER**

**00140
20140
30140
50140**

NATURE OF WORK

This is technical work enforcing State and City ordinances and codes for health, safety, nuisances, zoning, parking, and signs.

Work involves inspecting a variety of new or existing structures and environmental conditions for compliance with State and City requirements. May approve submitted building plans for compliance to sign code requirements. May direct work or train others in area of assignment. Work is supervised under the general direction of the Building and Safety Administrator.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the essential duties listed, and many positions will involve essential duties which are not listed.)

Performs, plans review and field inspection of commercial signs for sign code compliance.

Performs investigations of health, safety, or nuisance conditions within the City and obtains compliance with appropriate regulations governing violating conditions.

Investigates concerns related to handicapped parking regulations. Explains permit procedures and regulations to citizens and business owners. Describes alternatives available to gain compliance with parking and handicap parking regulations, issuing citations and/or towing vehicles, if necessary.

Completes inspection forms; prepares letters and notices of correction for appropriate remedy of deficiencies; schedules re-inspections. Issues citations, when necessary.

Describes the intent behind sign codes and public safety regulations and how to achieve compliance. Maintains effective working relationships with other inspectors, contractors, and the public. May provide sworn testimony on conditions or enforcement of public safety or sign regulations.

Performs other related work as required.

WORK QUALIFICATIONS

Experience in enforcement of rules, regulations, policy and codes; graduation from high school with supplemental training in construction trades or code enforcement; or any equivalent combination of experience or training which provides the following knowledges, skills, and abilities:

Knowledge of safety procedures and equipment specific to the position's area of assignment.

Knowledge of modern office practices and ability to use office equipment.

Some basic knowledge of construction trades.

Considerable ability to tactfully enforce codes and regulations while maintaining effective working relationships with others.

Considerable ability to formulate and defend decisions and work independently.

Considerable ability to interpret the intent of codes and regulations to existing environmental condition to determine compliance or violation.

Ability to express oneself clearly and concisely both orally and in writing.

Ability to work in a variety of weather conditions, high places, and confined areas.

Possession of a valid Oregon driver's license and the ability to meet City driving standards.

Work is performed in the field both at construction sites and moving from one urban location to another for various enforcement services. Work requires evening and weekend assignments on a regular basis. Work requires visual and sensory inspection of a variety of conditions concerning construction, signs, parking, health and safety issues involving entering private property, businesses, and assessing obstructions in the right-of-way. Enforcement duties require presenting unwelcome information in a courteous manner, and interacting with the public, businesses, and property owners who may react negatively to the enforcement.

Personnel Director