

## **NATURE OF THE WORK**

Positions in this job, in addition to performing duties of a Code Enforcement Officer, regularly lead a defined crew of Enforcement staff by providing training, setting and revising employee schedules, assuring compliance with established policy and procedure and by providing employee performance information to a supervisor. It differs from Senior Enforcement Officer in that it directs other Code Enforcement Officers rather than exclusively other Security and Parking Enforcement Officers as does the Senior Enforcement Officer.

## **EXAMPLES OF ESSENTIAL DUTIES**

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

- \$ Perform the work as described for parking and code enforcement positions.
- \$ Prepare Inspection and Abatement Warrants.
- \$ Manage the Derelict Building Program.
- \$ Inter-agency Liaison with Police, Fire and other agencies.
- \$ Investigate most complex and difficult code violations.
  
- \$ Schedule staff assignments in compliance with labor contracts and regulations; post schedule revisions timely, alter schedules for holidays or to cover community events.
- \$ Brief enforcement staff on incident handling policy and procedures and the handling of unique situations, noting employee concerns and providing guidance to employees in supporting enforcement objectives.
- \$ Identify training needs and accommodate training in schedules.
- \$ Explain performance standards and model high performance standards.
- \$ Foster open communication and cooperative teamwork to support enforcement objectives.
- \$ Recommend to Operations Supervisor special recognition or discipline of subordinate employees where appropriate.
- \$ Notify Operations Supervisor of staff concerns, accomplishments and suggestions.
- \$ Review incident reports, daily logs and other data, and follow up with person preparing logs to ensure completeness and accuracy prior to submission to Operations Supervisor.
- \$ As specifically assigned, act on behalf of the Operations Supervisor in his/her absence.
- \$ Assist the Operations Supervisor in development, implementation, evaluation, and modification of new procedures.

Additional duties included at all levels in the enforcement job series:

- \$ Direct vehicle and pedestrian traffic within City facilities during periods of high use.
- \$ Assist other public safety agencies at special/community events.
- \$ Report and log all incidents/problems that have occurred during a shift.
- \$ Testify in Court regarding issues that are related to area of assignment.
- \$ Explain a variety of regulations and procedures to the public and other agencies, respond to citizen complaints and concerns.
- \$ Advise Operations Supervisor of unusual or significant events.
- \$ Perform light maintenance functions, such as sweeping, trash pickup and spreading de-icer, etc.
- \$ Maintain job attendance and adhere to working hours.
- \$ Use PC and basic database/e-mail applications.
- \$ Use hand held computer to issue citations, collect data and identify scofflaws.
- \$ Report equipment and parking meters that have malfunctioned.

**WORK QUALIFICATIONS** (vary with position assignment)

**Special requirements & certifications**

- ◆ Oregon Class C driver's license
- ◆ Meet City driving standards in operating a City vehicle, three wheeled scooter and/or a bicycle for patrol duties.
- ◆ Obtain and maintain a Reserve Police Officer Commission through the Salem Police Department.
- ◆ Pass Police background check
- ◆ Pass thorough background check supporting the DPSST Private Security Certification.
- ◆ Current DPSST Private Security Certification.
- ◆ Current Abandoned Vehicle Appraiser Certification

**Knowledge and Ability**

<b>Knowledge of</b>	<b>Degree</b>
Enforcement policy, regulations, practices	considerable
Concepts and importance of discretion, tact, and sound judgement	considerable
Construction Trades	considerable
Auditing principles and practices	moderate
Modern office practices including effective use of computer resources	considerable
Major streets and prominent features of the City of Salem	considerable
Basic principles of lead work and supervision	considerable
Concepts and importance of safety to public, employees, and self.	considerable
Basic principles of supervision	considerable

  

<b>Ability to</b>	<b>Degree</b>
Interpret and apply most city codes to unique situations to determine compliance or violation	considerable
Interpret and apply parking codes to unique situations to determine compliance or violation	considerable
Formulate and defend decisions	considerable
Work independently with very little supervision	considerable
Enforce regulations firmly, courteously, tactfully, and with respect for the rights of others irrespective of the behavior of others	considerable
Express information and recommendations clearly and concisely both orally and in writing	considerable
Effectively use modern office equipment including computers, modern security and enforcement equipment, vehicles, and communication devices (radios, pagers, mobile telephones)	considerable
Analyze situations quickly and objectively to determine proper course of action	considerable
Lead staff by scheduling work, job coaching, non-disciplinary problem resolution, and performance feedback to supervision	considerable

**WORKING CONDITIONS**

All employees are expected to maintain regular job attendance and adhere to working hours set by the supervisor. The use of official leaves (approved sick, vacation, and leave without pay) is granted only upon authorization by the immediate supervisor or by the supervisor's designated representative. Use of official leaves are to be kept to reasonable levels as set by the supervisor in terms of the unique character and needs of the work unit. Working conditions may include any one or all of the following: bustling office environment; vehicular traffic, noise, fumes; all weather conditions; direct public contact including irate and/or hostile individuals; changing priorities and interruptions; evening and weekend assignments regularly; surface level, heights, and confined spaces.

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Personnel Director