

RESOLUTION NO. 1152

A RESOLUTION creating the position of Code Enforcement Officer, adopting a Job Description, and establishing a salary scale for the position.

THE COUNCIL OF THE CITY OF CAMAS DO ORDAIN AS FOLLOWS:

Section I

There is hereby created a new position entitled "Code Enforcement Officer". Such position shall be under the supervision of the Police Department, and shall be responsible for the duties as outlined in the Job Description attached as Exhibit "A", as may be revised from time to time.

Section II

The salary steps for the position of Code Enforcement Officer shall be as follows:

Position	1	2	3	4	5	6	7
	Code Enforcement Officer	3474	3686	3797	3911	4027	4150

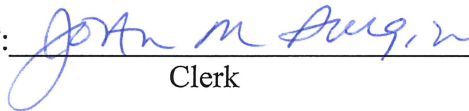
Adopted at a regular session of the Council of the City of Camas this 15th day of June, 2009.

SIGNED: _____



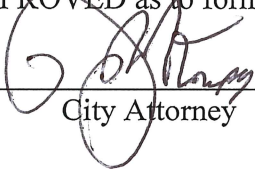
Mayor

ATTEST: _____



Clerk

APPROVED as to form:



City Attorney

CODE ENFORCEMENT OFFICER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB OBJECTIVES

Under general supervision this job position shall perform a variety of technical duties relating to the City's municipal code enforcement programs in support of the Police Department and the Community Development Department. This position shall report to the Police Department.

These duties include the enforcement of non-criminal civil codes. Primary duties are the enforcement of the City's parking ordinances; to interpret and explain parking rules and regulations. Further duties include enforcement of zoning codes, signs and nuisance abatement; to conduct field inspections to ensure compliance with applicable zoning, safety and nuisance codes, ordinances and abatement regulations; to research, investigate, and resolve code violations through public education, enforcement or other means; and to perform a variety of technical duties relative to assigned areas of responsibility. Secondary functions, as time allows, include providing information or services to citizens related to crime and promote community safety through outreach programs.

The Code Enforcement Officer is granted a limited commission to enforce the City Ordinances and State laws associated with this function. The Code Enforcement Officer is not a "fully commissioned law enforcement officer" as defined by the State of Washington.

ESSENTIAL FUNCTION STATEMENTS

1. Provide a high level of customer service at all times; project and maintain a positive and professional image on behalf of the City of Camas with those contacted in the course of work. Provide assistance to both City staff and the general public regarding enforcement of a variety of civil codes and parking ordinances. On a very limited basis, become involved in the investigation and enforcement of certain criminal codes and violations connected to this position.
2. Answer inquires and receive information and requests for service from citizens by telephone, in person, or by message; offer advice, information and instructions, make contacts and referrals to appropriate persons, organizations, or City officials. Conduct interviews of complainants and witnesses; conduct civil investigations and provide recommendations for resolution. Follow up on complaints to the point of appropriate resolution and to ensure compliance and/or prosecution. Meet recognized standards for case preparation in law enforcement settings, or as set by the City Attorney.
3. Perform a variety of technical duties in support of the City's municipal code enforcement program; ensure compliance with City regulations and ordinances pertaining to zoning, noise, sanitation, signs, and other related health and safety codes, as well as a variety of civil codes and ordinances.

4. Inspect residences, apartment buildings, businesses and vacant lots; ensure compliance with, property maintenance, health and safety requirements; inspect obstructions to sidewalks and streets; inspect for trash violations, debris, unsanitary conditions, abandoned or inoperative vehicles, setbacks or illegal business operations; take field notes and photographs as needed
5. Work with violators as required obtaining voluntary compliance with civil codes where possible. Provide public education to promote the department's goals in this area.
6. Interpret, explain, and provide information about municipal codes and ordinances to members of the general public, contractors, business owners and other interested groups.
7. Prepare and compile accurate documentation and case files on all investigations or actions; prepare concise technical reports; initiate and maintain records associated with law enforcement functions; take photographs and notes for future inspections; take notes from telephone conversations and type complaints in report formats. Prepare case files for the Prosecuting Attorney, and provide testimony in court and administrative hearings as required. Take enforcement action as appropriate.
8. Perform a variety of duties in the enforcement of City parking ordinances; randomly monitor the flow of vehicles in a timed parking area; issue citations or notices for violations as required.
9. Observe parking situations and make recommendations for needed changes and improvements.
10. Operate parking enforcement vehicle, or any other city vehicle, and ensure that regular maintenance and minor repairs are performed as needed.
11. Collect statistical data and prepare monthly reports, records, files, logs and annual reports; keep records sufficient to document infractions and be used in court.
12. Understand records retentions laws that pertain to public records and be familiar with proper evidence handling procedures.
13. May develop, coordinate, and/or present special programs for youth services, senior programs, residential security, personal security, and commercial security; utilize available crime analysis data to align programs to area of greatest need. Provide citizens with general and specific information on a wide variety of criminal, civil, and social issues. May exercise technical or functional supervision over volunteers.
14. May respond to requests for crime prevention services from the community; act as a liaison and public information officer for related programs in the community; identify topics, write and make presentations to civic and community groups. Recommend resources and solutions to neighborhood problems and crime problems; act as a resource for patrol officers on crime prevention information.
15. May act as a community neighborhood liaison for the police department; make public presentations and work with other public and private agencies to coordinate public safety projects

AUXILIARY FUNCTION STATEMENTS

Follow all safety rules and procedures established for work area.

Perform related duties and responsibilities as required.

Have the ability to make professional public presentations, in person, or via media.

Have the ability to use emergency equipment, such as a police radio; road flares, pepper spray.

Have the ability to deal with hostile persons and defuse tense situations through verbal communication.

QUALIFICATIONS

Knowledge of:

Basic principles of public relations and customer service.

Principles and practices of crime prevention/parking program/code enforcement

Federal, state, and local criminal justice system; civil processes and procedures; social service resources. Thorough understanding of local municipal codes and state laws dealing with parking violations. Operations, services and activities of a municipal code enforcement program including zoning, noise, nuisance abatement, and signs.

Operations, services, and activities of a public parking program.

Characteristics of parking enforcement equipment and tools.

Principles, practices, methods, techniques and terminology of municipal code enforcement.

Methods and techniques of conducting and documenting field investigations.

Legal actions applicable to code enforcement compliance.

Principles and procedures of record keeping and maintenance.

Modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications.

Occupational hazards and standard safety practices.

Ability to:

Maintain familiarity with City boundaries, streets, landmarks, and police jurisdictions.

Make independent decisions involving sensitive situations.

Maintain confidentiality of information.

Operate a variety of equipment including cameras, specialized law enforcement equipment and basic office equipment.

Work independently with minimal supervision.

Understand and carry out oral and written directions and instructions.

Investigate complaints, and respond to situations with the public in a fair, timely and tactful manner.

Communicate clearly and concisely, both orally and in writing.

Work effectively with others to achieve personal, department, and citywide goals.

Demonstrate respect and cooperation in all interactions; support and reinforce team decisions.

Anticipate customer needs and give high priority to customer service and satisfaction.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Understand and comply with the rules and regulations of the Camas Police Department.

Testify in court concerning citations and violations.

Inspect and identify violations of applicable codes and ordinances.

Research, compile and collect data.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to the completion of the twelfth grade supplemented by formal law enforcement, public or business administration experience, or experience in a related field.

Experience:

Two years of increasingly responsible code enforcement, investigative or public relations experience. Experience in a technical, community oriented, administrative support, or other capacity in law enforcement, social services, or emergency services is desirable.

License or Certificate

Possession of an appropriate, valid driver's license.

Incumbents must have the ability to pass an extensive history screening process, including a polygraph examination.

Ability to be granted and maintain a "limited commission" for the purposes of enforcing State and local laws.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein 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 these essential job functions.

Environment:

Indoor and outdoor environment; subject to adverse weather conditions. Some climbing, stooping, and light lifting. Exposed to communicable diseases, hazardous materials and physical or verbal abuse from hostile citizens. Field environment; travel from site to site; extensive public contact

Mobility:

Incumbents require mobility to walk, stand, and sit for extended periods of time; ability to operate a motorized vehicle. Must be physically dexterous.

Physical requirements include the following: walking, running, climbing, jumping, crawling, bending, kneeling, crouching, reaching, lifting, carrying, dragging, pushing/pulling, and any other physical motion of the body. Must be able to lift a minimum of 50 pounds.

Vision:

Vision sufficient to read computer screens and other printed documents, and to operate assigned equipment. Visual acuity to review written materials.

Communication:

Speaking and hearing to exchange information.

Other factors:

Incumbents may be required to work extended hours including evenings and weekends, travel outside the City boundaries to attend meetings and provide extensive public relations contact under potentially stressful situations.