

City of La Grande  
Code Enforcement Officer

<b>Department:</b> Police Department	<b>FLSA Status:</b> Non-exempt
<b>Accountable to:</b> Chief of Police	<b>Representation:</b> Represented
<b>Supervises:</b> None	<b>Adopted:</b> February 2018
<b>NCCI:</b> 8810	

**GENERAL POSITION SUMMARY:**

Enforces City ordinances, codes, resolutions and regulations; maintains compliance with City parking codes by patrolling assigned areas, does other related work as required or assigned.

**CLASSIFICATION SUMMARY:**

The role of an employee in this position is to provide parking and code enforcement within the City limits of La Grande. A Code Enforcement Officer patrols assigned areas to enforce City parking ordinances; performs field inspections related to code compliance investigations, interprets and administers City ordinances; and performs other related activities peripheral to basic duties in the area of parking, code enforcement and community service.

Code Enforcement Officers may be delegated to assignments in specialized areas that could include, but is not limited to, employee wellness, evidence/property handling, community services, administrative services, maintenance, or other assignments.

Work is performed under the general direction of a Watch Commander. Considerable latitude is granted to the employee but work is subject to periodic performance audits and annual evaluations. The principal duties of this class are performed in both a general office environment and an outdoor environment that may include exposure to adverse weather conditions and to potential personal conflict.

Employees in this classification must have the ability to independently and consistently make appropriate and quality decisions and judgments based on the circumstances at hand.

**ESSENTIAL FUNCTIONS / MAJOR RESPONSIBILITIES:**

This position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class. Employees in this position must be able to effectively and competently:

- Patrol City parking areas, watches for illegally parked vehicles and issues tickets for violations. May be required to patrol the parking areas on foot.
- Perform all work duties and activities in accordance with City policies, procedures, and safety practices.
- Comply with all applicable federal, state, local and constitutional laws and ordinances.
- Comply with industry and Department standards, guidelines and policies.

- Function in a paramilitary organizational structure by following and carrying out orders given by supervisors.
- Completes accurate documents/reports in numerous formats.
- Present credible, sworn testimony and evidence in court and other legal proceedings.
- Understand and execute oral and/or written instructions.
- Maintain professional demeanor and conduct at all times, especially under stressful circumstances.
- Operate vehicles and various Department special equipment in the performance of duties.
- Maintains, cleans, and cares for City issued equipment and vehicles.
- Ensure that codes and ordinances are equitably enforced.
- Work in all types of weather.
- Engage in high stress encounters with citizens.
- Contacts, cooperates, and coordinates with other City Departments and non-City partners in matters relating to the administration and enforcement of City codes and ordinances.
- Delivers reports as required, delivers mail to city hall and the post office and purchases supplies as requested.
- Maintains conduct on and off duty in a manner that does not bring discredit to the Department or negatively impact the reputation, credibility or effectiveness of the Department.

**NON-ESSENTIAL RESPONSIBILITIES:**

- Participate in special projects as assigned by a supervisor.
- Provide basic first aid and CPR.
- Gives directions and answers other inquiries from citizens and out-of-town visitors.
- Perform other related duties as assigned.
- May serve in other specialized areas that could include, but is not limited to, employee wellness, evidence/property handling, community services, administrative services, maintenance, or other assignments.

**SUPERVISORY RESPONSIBILITY:**

Supervision of other employees is not a normal responsibility of positions in this class.

**SUPERVISION RECEIVED:**

Directly supervised by the shift Watch Commander, who assigns and reviews work for conformance with Departmental rules and policies. Works under the general direction of the Lieutenant and Chief of Police.

**SPECIFIC JOB SKILLS:**

The following is for illustrative purposes and is not all inclusive:

- Must exemplify, role model, and display, an attitude, appearance, presence, behavior and demeanor which, by itself, demonstrates the highest standard of ethics, integrity and professionalism.

- Operates a radio dispatched vehicle, engages in routine enforcement activity, and responds to requests for parking and code enforcement services.
- Provides focused ordinance enforcement in downtown area relating to sidewalk safety.
- Completes investigations of code offenses.
- Carries out miscellaneous non-operational procedures and tasks.
- Understands the role of a City employee and is alert to non-police problems and hazards in the community, taking appropriate action to address the situation.
- Represents the Department and City in public relations activities, educational programs and in daily contact with the public.
- Issues citations, warnings, and abatement notices for violation of the City's parking ordinances, public nuisance ordinance and other City ordinances.
- Prepares a variety of reports including incident reports and evidence or property reports.
- Participates in department, city and community meetings; attends training classes and schools.
- Receives complaints from the public, takes telephone and radio calls, relays information to other officers and/or agencies.
- Applies for and serves administrative search warrants pertaining to City ordinance violations.
- Posts property, prepares and sends violation letters, and monitors abatement process for ordinance compliance.
- Renders assistance to the public when practical.
- Maintains the confidentiality of official business and records.
- Performs other duties as assigned or directed.
- Completes and maintains all mandated training requirements.

**KNOWLEDGE OF:**

Applicable federal, state, local and constitutional laws; proper decision making; Department policies and procedures and code of conduct; location and geography of the City and environs; limits and scope of authority.

**ABILITY TO:**

- Act independently and without supervision in the professional performance of all duties and responsibilities.
- Establish and maintain professional working relationships.
- Exercise judgement, courtesy and tact in dealing with the public.
- Accurately communicate with others both verbally and in writing.
- Understand oral and written instructions and to act upon them accordingly.
- Work in a team environment under stressful situations.
- Learn factual material, such as regulations and ordinances, which pertain to City ordinance and parking regulations and enforcement.
- Accurately assess situations and determine and apply appropriate solutions.
- Utilize appropriate English grammar and punctuation.
- Performs a variety of duties and responsibilities with accuracy.

- Learn street locations and City geography within a reasonable period of time.
- Operate assigned equipment appropriately, safely and in accordance with applicable laws and regulations.
- Operate a personal computer using program applications appropriate to assigned duties.
- Keep immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Fulfill all essential job functions and job skills.

**EDUCATION/EXPERIENCE/LICENSES/CERTIFICATES REQUIRED:**

Previous experience relating to law enforcement and/or experience in dealing with the public is desirable but not required.

Minimum of a High School diploma or GED.

Minimum of two years of successful work history.

Obtain inquiry level LEADS certification within three months of employment.

Individuals must be physically capable of operating motor vehicles safely, possess a valid Oregon driver's license and privileges (or able to secure an Oregon driver's license within one month of hire date), and have an acceptable driving record.

**ADDITIONAL REQUIREMENTS:**

Must adhere to and conduct themselves within the parameters of:

- Applicable City policies and guidelines.
- Department policies, procedures, standards, expectations and guidelines.
- Department's Mission and Values.
- Applicable federal, state, local and constitutional laws, guidelines and regulations.

Must be at least 18 years of age and physically capable of performing the duties of Enforcement Officer. Must successfully complete screening examinations, tests, and background checks conducted by the Department. Must pass a drug screen, be bondable, and be of good moral character. Must be able to demonstrate ability to perform essential functions.

**WORKING CONDITIONS:**

Work in this position is performed in all types of indoor and outdoor environments. Employee may be exposed to all types of weather, extreme noises, various temperatures, reduced lighting, poor air quality, chemical and natural irritants, animals, and various hazardous substances, people, vehicle traffic, objects and obstacles.

**MATERIALS AND EQUIPMENT USED:**

Materials and equipment used include, but is not limited to:


- All common parking and code enforcement tools and equipment, including vehicle immobilization devices.
- All common office and computer tools and equipment.

**PHYSICAL DEMANDS:**

Work requires full physical competency of all tasks ranging from routine office tasks to installing and removing vehicle immobilization devices. While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Must be able to push, pull, lift and carry up to 40 pounds. Employee must have the ability to competently and consistently utilize all equipment, maintain a self-defense capability and engage in all required training.

**OTHER:**

Employee will have access to, and will be required to protect, confidential information on a regular basis.

  
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City Manager Approval

I understand, and am able to perform the essential functions with or without reasonable accommodations and I have received a copy this job description.

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Employee/Date