## CITY OF McCALL

## CLASS SPECIFICATION

# CODE ENFORCEMENT OFFICER

Pay Grade: 8

FLSA Designation: Non-exempt Effective Date: October 2019

**General Statement of Duties**

Performs routine and complex public safety work through the enforcement of City Code inclusive of, but not limited to; animal control, vehicle parking, nuisance and business related violations. Performs related work as required.

**Classification Summary**

The primary function of an employee in this class is to enforce city code ordinances, respond to calls regarding code violations, conduct investigations, and to perform other assigned code enforcement and public safety duties. Work is performed under the general direction of a Police Sergeant, but considerable latitude is granted for the exercise of independent judgment and initiative. The primary 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 danger.

**Examples of Work** (Illustrative Only)

#### Essential Duties and Responsibilities:

1. Performs the duties of a Code Enforcement Officer, as required;
2. Enforces city codes and ordinances;
3. Performs all work duties and activities in accordance with Federal, State, County, City laws and ordinances and Department policies, procedures, and safety practices;
4. Patrols assigned areas of the city
5. Patrols streets to locate stray animals and promptly captures animals and transports them to an animal shelter;
6. Maintains community presence and/or responds to calls for service and takes appropriate action;
7. Performs self-initiated patrol and/or responds to code enforcement calls.
8. Investigates violations of animal control ordinances and issues warnings or citations as required; appears in court to testify regarding animal control cases;
9. Verbally interacts, responds to questions, inquiries, and requests for information, gathers evidence, interviews, and takes statements from the public, victims and witnesses;
10. Confers with victims and witnesses, advising them of case progress and outcome;
11. Coordinates with the Community Development Department in enforcing various building and nuisance ordinance violations. Locates and gives owners notice, follows-up to ensure compliance and issues citations when necessary.
12. Conducts both preliminary and follow-up investigations and collects evidence in code enforcement related incidents;
13. Prepares and maintains case files, investigative records, documents, logs, and correspondence;
14. Prepares reports and other related documents of code enforcement actions taken, activities performed, and unusual incidents observed in a timely manner;
15. Prepares case files for referral to a prosecutor and assists in the prosecution of cases;
16. Presents testimony, evidence, and exhibits in trials, hearings, and related court proceedings;
17. Provides training to department officers and the public on city code related topics;
18. Performs various administrative and staff duties;
19. Maintains normal availability by radio or telephone;
20. Removes dead, injured or dangerous animals from streets;
21. Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance;
22. Assists patrol officers with crowd control, traffic control, public information, and related duties during community events, celebrations, and activities;

**Other Duties and Responsibilities**

1. May serve in police administrative services as needed;
2. May make court appearances and offer testimony;
3. Performs other related duties as required;
4. Promotes community policing concepts and is active in the department’s community policing programs;
5. May be on call after regular duty hours to respond to emergency situations;
6. Maintains departmental equipment and supplies;
7. Serves as a member of various employee committees.

### Knowledge, Skills and Abilities

After successfully completing a Field Training Program, the officer will have knowledge of:

* Methods, procedures, techniques, and objectives of code enforcement;
* Methods, procedures, and objectives of court proceedings, including chain of custody procedures, preparing and presenting testimony, exhibits, and witnesses and assisting prosecuting attorneys;
1. Officer safety skills which may include defensive tactics, OC spray, impact weapon and taser use;
2. Personal computers and job-related software;
3. Police equipment, including vehicles, communications units, body armor, impact weapons, OC spray, taser and other related equipment;
4. City Codes as applicable to community law enforcement;

After successfully completing a Field Training Program, the officer will have the ability to:

1. Communicate effectively, clearly and concisely orally and in writing;
2. Establish and maintain effective working relationships with subordinates, peers, supervisors and the public;
3. Exercise sound judgment in evaluating situations and in making decisions;
4. Understand, follow and carry out verbal and written instructions;
5. Learn the City's geography;
* Conduct investigations, collect and preserve evidence, interview witnesses and victims, and prepare cases for prosecution;
1. Work independently as well as in teams;
2. Understand and apply departmental, and local code enforcement procedures, policies, rules, and regulations;
3. Analyze situations quickly and objectively, to recognize actual and potential dangers, and to determine proper course of action;
4. Cope with stressful situations calmly, fairly, tactfully, and with respect for individual rights;
5. Establish and maintain effective relations with fellow employees and with citizens with varied racial, religious, ethnic or economic backgrounds;
6. Operate a motor vehicle;
7. Operate a personal computer using programs applications appropriate to assigned duties;
8. Operate radio, audio and video equipment, equipment specific to code enforcement assignments;
9. Prepare accurate and grammatically correct written reports;
10. 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;
11. Respond to citizen requests in a courteous and effective manner;
12. Make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures;
13. Problem solving: recognize symptoms, clarify concerns and issues, gather relevant data and information develop courses of action, and recommend or implement the best course of action;
14. Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
15. Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks;
16. Understand and carry out oral and written directions;

**Acceptable Experience and Training**

1. High school diploma or GED equivalency required; and
2. Prior experience in code enforcement or a related field is preferred; or
3. Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

**Special Qualifications**

* Idaho driver’s license;
* No disqualifying criminal or motor vehicle record;

### Essential Physical Abilities

1. Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate effectively, interrogate and interview people, discern noises that may require investigation, and perform telephone and radio communication;
2. Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, gather evidence at crime scenes, and coordinate and conduct detailed investigations;
3. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to direct traffic, write reports, utilize equipment required for the performance of duties, and operate a vehicle;
4. Sufficient personal mobility, flexibility, stamina, strength, agility, physical reflexes, and lift up to 50 lbs., with or without reasonable accommodation, which permits the employee to direct traffic, bend or stoop repeatedly, maneuver through and over rough, uneven, slippery, or rocky terrain, and perform all duties required in a code enforcement environment.