**CITY OF MILTON-FREEWATER**

**JOB DESCRIPTION: CODE ENFORCEMENT OFFICER**

POSITION TITLE: CODE ENFORCEMENT OFFICER BARGAINING UNIT: SUPERVISOR-TECH

EMPLOYMENT STATUS: NON-EXEMPT REPORTS TO: POLICE CHIEF

GENERAL STATEMENT OF DUTIES

Enforces City codes relating to animals, parking, weeds and debris, vehicle abatement, intersection vision clearance, and other related work as required. .

SUPERVISION REQUIRED

Works under the supervision of the Police Chief and the Public Works Superintendent.

SUPERVISION EXERCISED

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

EXAMPLES OF PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Catches and impounds unlicensed animals, issues citations, responds to citizen complaints regarding animals.
2. Canvases the City for violations of City Code involving weed abatement, vehicle abatement, vision clearance and parking.
3. Issues Code violation tickets and warnings and may also appear in court as a witness.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of principles, practices and procedures of non-criminal codes. Ability to read and write instructions and to deal with the public in a firm, but courteous manner.

PHYSICAL DEMANDS

The position of Code Enforcement Officer requires walking, sitting and standing. There are some times that one may be required to crouch or stoop. Code Enforcement Officers may also be required to lift and carry up to 50 pounds and may be required to push/pull fifty pounds. Code Enforcement Officers will all be required to use finger dexterity (typing, shelving, indexing, filing) and workers also need good vision and hearing with correction if necessary. Color vision is also required.

EDUCATION AND EXPERIENCE

Experience in some form of code enforcement preferred, but not required. Possession of a high school diploma or General Education Development (GED) certificate. Satisfactory combination of experience and training which insures the ability to perform the work.

NECESSARY SPECIAL QUALIFICATIONS

Ability to secure a valid drivers license.