



## JOB DESCRIPTION

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**ORGANIZATION:** City of Lebanon  
**DEPARTMENT:** Police

**LOCATION:** Lebanon, OR  
**DATE:** October 2010

**JOB TITLE:** Code Enforcement & Property Officer

**JOB STATUS:** Non-exempt  
**FLSA Exempt:** No

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**PURPOSE OF POSITION:** To interpret and ensure compliance to city ordinances related to restricted parking areas and nuisance abatement. Issue citations to violators and maintain related records. Implement and maintain nuisance abatement programs. Maintain Police Department evidence locker, city surplus, found property and related records.

**ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES:** *The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.*

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1. Maintains regular job attendance and adherence to working hours.
2. Operates a motor vehicle safely and legally.
3. Patrol limited-time parking area and other restricted parking areas.
4. Check for parking violations, issue citations and related work as required (ie. make appearances in court when citations are contested).
5. Provide code information and respond to inquiries from homeowners and the general public.
6. Investigate, enforce and administer reports and correspondence related to ordinance violations.
7. Perform radio, keyboarding, and filing duties when required.
8. Patrol, respond to complaints and work toward resolution of grievances related to city codes and ordinances.
9. Determine property owner identification, sends notification of violation and/or initiate abatement.
10. Issue citations and/or arrange for towing and impoundment of vehicles.
11. Report damage to City property, vandalism and other irregularities.
12. Monitors OLCC licensees within city to assure compliance with city and state regulations as well as track issues of public concern as to liquor licenses and coordinate same with the licensee(s), city officials and the OLCC.
13. Respond, identify, and report nuisances within the city.

14. Notify property owners of violations and required mitigation, resolutions and timeline.
15. Coordinates and interacts with other City departments in order to ensure a consistent, comprehensive citywide nuisance enforcement program.
16. Implements enforcement, as necessary, to correct violations when the property owner fails to make appropriate and timely corrections upon notification.
17. Recommend changes/additions to policies and ordinances as necessary to ensure ordinance enforcement.
18. Perform fieldwork requiring the operation of City vehicles.
19. Perform operator maintenance on ordinance vehicle (Le. check/fill fluid/air levels, clean interior/exterior, etc.).
20. Inventory, purchase and maintain supply levels in evidence processing.
21. Conduct regular inventories of found property, surplus property and evidence.
22. Conduct ATF searches on all seized weapons.
23. Receive and catalog all found property.
24. Receive catalog, transfer and release evidence.
25. Duplicate evidence documents and provide copies to City Attorney and District Attorney's Office
26. Research cases and purge evidence as cases are adjudicated.
27. Contacts citizens regarding found property in the possession of the Police Department.
28. Prepare documentation for advertising and disposal of found and abandoned property per ORS statute.
29. Administers appropriate documentation for release of property to its legal owner.
30. Ensure evidence packaging standards are adhered to by Officers.
31. Maintains proficiency by attending training, meeting with others in areas of responsibility and reading relevant materials.
32. Follows all safety rules and procedures for work areas.
33. Maintains work areas in a clean and orderly manner.

### **MANDATORY QUALIFICATIONS:**

#### **Education & Experience:**

1. Equivalent to high school diploma,
2. Additional specialized courses and two years' related experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

#### **Licenses & Certificates:**

1. Must be 21 years of age; pass a criminal record and background investigation.

2. Must possess and maintain LEADS Inquiry certification within six (6) months of appointment.
3. A current CPR/First Aid card is required within six (6) months of appointment.
4. Possess and maintain CJIS security clearance.
5. Possess and maintain a valid Oregon operator's driver's license with acceptable driving record.

**DESIRABLE QUALIFICATIONS: None**

**KNOWLEDGE, SKILLS, AND ABILITIES:** The qualities below reflect the working dynamic of the position.

**Knowledge of:**

1. Office practices, grammar, spelling, word processing applications and general computer literacy.
2. Working knowledge of city geography and private and public facilities.
3. Knowledge of, or ability to rapidly acquire, job-related city ordinances and regulations sufficient to interpret and apply same.
4. City government, Police policies and procedures.
5. Principles of Police administration.
6. Reporting and disclosure requirements of government entities.

**Skill in:**

1. Planning, coordinating, and directing the operations of the Police Department to achieve established goals and maximize efficiency.
2. Implementing work methods and procedures which promote a safe working environment and ensuring proper staff training in work safety.
3. Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.
4. Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.
5. Developing and implementing recommendations regarding work procedures and cost effective services.
6. Providing outstanding customer satisfaction (internally and externally).
7. Use of Microsoft software and applicable specialized law enforcement software.
8. The ability to deal tactfully and courteously with the public while enforcing codes, ordinances and regulations

**Ability to:**

1. Communicate orally and in writing in a clear and concise manner.
2. Represent the City positively and effectively in meetings with others.
3. Establish and maintain effective working relationships with those contacted in the course of work.
4. Negotiate effective solutions to complex problems.

**PHYSICAL DEMANDS OF POSITION:**

1. While performing the duties of this position, the employee is frequently required to sit, stand, climb, crawl, bend, kneel, stoop, communicate, reach and manipulate objects, tools or controls.
2. The position requires mobility over uneven terrain.

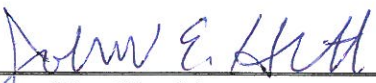
3. Movement of materials up to 25 pounds such as property, debris, files, equipment, etc., may consume up to 40 percent of the work period and may infrequently require moving materials weighing up to 90 pounds.
4. Activity and types of duties performed require manual coordination and dexterity over 50 percent of the work period while operating equipment such as computer keyboard, motorized vehicle and standard office equipment.

**WORKING CONDITIONS:**

1. Approximately 75 percent of the work period is spent performing inspection or enforcement activities and includes walking long distances on a regular basis, exposing incumbent to all weather conditions.
2. Work time is divided approximately 75 percent indoors and 25 percent in ordinance vehicle or outside of buildings with exposure to all weather conditions, animal bites, garbage, bio-hazardous waste and disease.
3. The noise level in the work area is typical of most office environments with telephones, personal interruptions and background noises

**SUPERVISORY RESPONSIBILITIES:** Supervision is not a responsibility of this position.

**SUPERVISION RECEIVED:** Works under the general supervision of the Captain.

  
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Approved by City Manager: October 2010