



# CODE ENFORCEMENT SPECIALIST

## Classification Specification

### City of Springfield, Oregon

*A classification specification defines the general character and scope of responsibilities of all positions within a job classification. This description does not list every duty for a given position; specific position assignments will vary depending on business needs.*

General Information	
<b>Classification Title</b>	Code Enforcement Specialist
<b>Classification Code:</b>	BLDSPC
<b>Effective Date:</b>	7/1/2011
<b>Pay Grade:</b>	B23-B25
<b>FLSA Status:</b>	Non-Exempt

### Classification Summary

The Code Enforcement Specialist is a broad classification responsible for performing specialized code compliance and inspection duties in support of an assigned area that generally requires advanced technical training and/or experience. Responsibilities will vary in accordance with assigned area of responsibility but could include; reviewing residential and/or commercial plans to ensure compliance with applicable national and state building codes and local ordinances; reviewing electrical building plans; determining code violations and initiating enforcement actions; assisting with contract development and enforcement; inspecting new and existing buildings; conducting field investigations to determine compliance; providing project management and technical expertise for City construction projects.

Following are descriptions of the competency levels:

**Contributing** – Applies basic skills and may develop advanced skill using tools, equipment and techniques; work is routine and instructions are usually detailed.

**Journey Level** – Applies some advanced skills to the position or specialization; may adapt procedures, processes, tools, equipment and techniques to meet the more complex requirement of the position.

**Advanced Level** – Applied advanced skills to the position or specialization; adapts procedures, processes, tools, equipment and techniques to accomplish the requirements of the position.

### Distinguishing Characteristics

- This is a paraprofessional level classification.
- Code Enforcement Specialists focus on how to carry out the operations of the process specified by higher level positions. This position has a choice of how and when operations are carried out but not what operations constitute the process.

### Essential Duties

*The duties listed below are a typical sample; position assignments may vary.*

<b>Classification Summary</b>	
1	Reviews residential and/or commercial plans, specifications, and special provisions to ensure compliance with applicable federal and state building codes and local ordinances.
2	Determines code violations and initiates enforcement and stop-work order actions; schedules hearings.
3	Assists with contract development and enforcement; conducts research as applicable to area of responsibility.
4	Inspects new and existing buildings to determine compliance with applicable electrical, plumbing and/or housing code.
5	Performs field investigation duties of sign installations, occupancy referrals, fire damage, and/or related problems to determine compliance.
6	Provides project management and technical expertise as related to area of responsibility.
7	Prepares and maintains related procedural documentation, records, and files.
8	Provides customer service to the public, external agencies, staff and/or other interested parties; researches and responds to complaints, inquiries; information requests.
9	Actively supports an inclusive and respectful work environment.
10	Performs other duties of a similar nature or level.

<b>Qualifications</b>
<i>An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.</i>
<p><b>Training &amp; Experience:</b> Associate's degree or two-year technical certificate relevant to area of assignment; and sufficient experience as necessitated by the competency level of the position.</p> <ul style="list-style-type: none"> <li>• Contributing Level: 0-2 years of experience in position or specialization.</li> <li>• Journey Level: 2-5 years of progressively responsible experience in position or specialization.</li> <li>• Advanced/Lead Level: 5-8 years of progressively responsible experience in position or specialization.</li> </ul>
<p><b>Licensing and/or Certification Requirements:</b></p> <ul style="list-style-type: none"> <li>• Based upon assignment, specified certifications may be required.</li> <li>• Valid Oregon drivers license at time of appointment, depending on area of assignment.</li> </ul>
<p><b>Knowledge Required:</b></p> <ul style="list-style-type: none"> <li>• Applicable inspection practices, methods, procedures;</li> <li>• Materials, methods and tools relevant to area of responsibility;</li> <li>• Pertinent federal, state, and/or local laws, rules, regulations, and guidelines;</li> <li>• Modern office methods and practices;</li> <li>• Enforcement principles and practices and investigative techniques;</li> <li>• Research; data gathering and report writing techniques;</li> <li>• Legal processes and court proceedings as applicable to area of responsibility;</li> <li>• Materials, methods, principles used in construction;</li> <li>• Inclusive and respectful work place practices.</li> </ul>
<p><b>Skills Required:</b><i>(Demonstrated skill in performing the following)</i></p> <ul style="list-style-type: none"> <li>• Developing and maintaining respectful and inclusive work relationships;</li> <li>• Performing assigned duties in a safe manner;</li> <li>• Conducting research;</li> <li>• Interpreting plans, regulations, codes and policies;</li> <li>• Maintaining records and preparing reports;</li> <li>• Accurately perform mathematical computations;</li> <li>• Using computers and related hardware and software applications to perform duties of position;</li> </ul>

## Qualifications

- Communication, interpersonal skills as applied to interaction with coworkers, management, the general public, etc. sufficient to exchange or convey information and to receive work direction;
- Working effectively with clients, co-workers, employees and supervisors from diverse backgrounds.

## Physical Requirements

Position may be light or medium work depending on assignment.

**Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Medium Work:** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subject to travel.

## Classification History

2009.06 – Draft prepared by Fox Lawson & Associates, LLC (CC)

2010.11 – Revisions by HR

2011.07 – Adopted

2015.04 – Revisions by HR