



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	
Classification Title	Code Enforcement Specialist
Classification Code:	BLDSPC
Effective Date:	7/1/2011
Pay Grade:	B22-B25
FLSA Status:	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.

License/Certification – Based upon assignment, specified licenses and/or certifications may be required. See addendum.

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	
<i>The duties listed below are a typical sample; position assignments may vary.</i>	
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.

Qualifications	
<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>	
Training & Experience: 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.	
<ul style="list-style-type: none"> • Contributing Level: 0-2 years of experience in position or specialization. • Journey Level: 2-5 years of progressively responsible experience in position or specialization. • Advanced/Lead Level: 5-8 years of progressively responsible experience in position or specialization. 	
Licensing and/or Certification Requirements:	
<ul style="list-style-type: none"> • Based upon assignment, specified licenses and/or certifications may be required. • Valid Oregon driver's license at time of appointment, depending on area of assignment. 	
Knowledge Required:	
<ul style="list-style-type: none"> • Applicable inspection practices, methods, procedures; • Materials, methods and tools relevant to area of responsibility; • Pertinent federal, state, and/or local laws, rules, regulations, and guidelines; • Modern office methods and practices; • Enforcement principles and practices and investigative techniques; • Research; data gathering and report writing techniques; • Legal processes and court proceedings as applicable to area of responsibility; • Materials, methods, principles used in construction; • Inclusive and respectful work place practices. 	
Skills Required: <i>(Demonstrated skill in performing the following)</i>	
<ul style="list-style-type: none"> • Developing and maintaining respectful and inclusive work relationships; • Performing assigned duties in a safe manner; • Conducting research; • Interpreting plans, regulations, codes and policies; • Maintaining records and preparing reports; • Accurately perform mathematical computations; 	

Qualifications

- Using computers and related hardware and software applications to perform duties of position;
- 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

2016.06 – Revisions by HR