



City of Elgin

PO Box 128 – 790 S 8th Ave - Elgin OR 97827

Voice: (541)437-2253 Fax: (541)437-0131

Ordinance Enforcement Officer

GENERAL STATEMENT OF DUTIES

Ordinance enforcement officer charged with the responsibility of ordinance enforcement at the primary level of execution. Responsible for enforcement of dog control, nuisance laws and ordinances; does other related work as required and assigned.

DISTINGUISHING FEATURES OF THE CLASSIFICATION

Prevents and represses nuisance ordinance violations through patrol activities; enforces the city ordinances; cities offenders and secures compliance in lesser non-criminal matters; performs other related activities to basic duties in the area of community relations.

SUPERVISION RECEIVED

Works under the general and special instruction of the City Council via Public Safety committee and the City Administrator who reviews work methods through inspection and discussion.

KEY PERFORMANCE AREAS

Responds to complaints of reported city ordinance violations relating to singing, nuisances, animals, noise, garbage/rubbish dumping, abandoned vehicles, or other code-related matters, conducts field investigations of potential violations; gathers evidence; questions or interviews complaints, witnesses, and suspects; compares facts to code requirements; makes findings; and issues warnings, correction notices, or citations.

Reviews cases being prepared for trial with emphasis on the evidentiary and legal issues crucial to successful prosecution. Prepares detailed reports of activities and investigations made; consults with prosecutors and prepares case reports for court action; testifies in court.

Responds to animals at large. Captures, impounds and cares for dogs at large until they are released to the owner. Transports dogs to the appropriate facility if not claimed.

Maintains the laws of confidentiality

Operates a motor vehicle and/or bicycle safely and legally.

EMPLOYMENT STANDARDS

Working knowledge of pertinent city ordinances and working knowledge of the geography of the city.

The above listed duties and responsibilities shall not be construed as a detailed description encompassing all job requirements.

JOB REQUIREMENTS

Job requirements for the Ordinance Enforcement Officer include but are not limited to the

ability to work in inclement weather. Must be 21 years old. Preferred experience in Code Enforcement and some college education and/or equivalent training. Must possess a valid driver's license with a clean driving record. Must be able to lift heavy objects up to 50 pounds. Must be physically fit and able to pass an oral interview and background check.

HOURS AND COMPENSATION

This position is 40 hours per week. Please call 541-437-2253 for more information. Applications can be filled out at City Hall or downloaded from the City website under the Documents tab and turned in at City Hall or by email to cityadm@cityofelginor.org. Please submit a resume and cover letter in addition to the application. The position is open until filled. Wage range is \$17.96 - \$21.86 per hour, depending on experience, plus a full benefits package.

EQUAL EMPLOYMENT OPPORTUNITY

We are an Equal Opportunity/Affirmative Action Employer. We are dedicated to a policy of nondiscrimination in employment on the basis of race, color, religion, sex, national origin, age, or mental and/or physical disability.