

**CITY OF PORTLAND  
JOB DESCRIPTION**

**CODE ENFORCEMENT OFFICER**

**Supervised By:** City Manager  
**Supervises:** No supervisory responsibility

**Position Summary:**

Under the supervision of the City Manager, conducts on-site inspections throughout the City to determine compliance with state and local property maintenance and building ordinances. Responds to complaints, performs inspections, issues violation notices, and maintains related records. Coordinates efforts with the City Manager, other staff, or agencies as needed.

**Essential Job Functions:**

*An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Responds to and investigates complaints of the City's code of ordinances including those related to trash, blight, nuisances, hazardous sidewalks or conditions, land use, zoning, noise, dumping, or other code-related matters.
2. Conducts on-site inspections of properties to determine conformity with property maintenance codes and patrols the Village to monitor code compliance. Gathers evidence, questions complainants, witnesses, and suspects. Compares facts to code requirements and reports findings. Photographs properties as needed.
3. Enforces a variety of property maintenance codes by conferring with property owners, tenants, contractors, developers, or other parties to review code requirements. Issues warnings, violation and correction notices, and follows established methods of progressive action. Initiates the issuance of civil infractions and monitors progress toward compliance.
4. Conducts enforcement activities in a fair and consistent manner. Interviews parties to a complaint or violation, and otherwise investigates complaints in a comprehensive and unbiased manner. Seeks voluntary compliance, where possible.
5. Performs follow-up functions, including re-inspections, logging of complaints/activities, monitoring the status of citations, and notifying involved parties of status.
6. Reviews applications for various permits to ensure zoning compliance. Conducts required inspections as appropriate and provides permit approval or notice of needed modifications.
7. Documents the facts and procedures of code violation incidents, using standardized written reports of findings and photographs when appropriate. Prepares summary reports of activities as requested, and completes other administrative requirements as necessary.

8. Explains, interprets and provides guidance regarding property maintenance codes, permit processes, and related functions to the public, property owners, construction firms, and municipal officials.
9. Drafts and distributes correspondence and reports relating to ordinance enforcement issues and actions. Maintains records related to inspection and enforcement activities. Provides information or assistance in code enforcement related matters upon request.
10. Responds to standard inquiries and provides general information to citizens regarding City operations, policies and procedures. Resolves routine issues independently and refers complex situations to the department supervisor.
11. Assists in preparing cases for court proceedings. Prepares detailed reports of activities and investigation, consults with attorneys, and testifies in court as necessary.
12. Shares information with other departments, City officials, and other relevant parties. Coordinates activities as appropriate.
13. Performs related work as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

*The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.*

- A high school diploma or equivalent is required.
- One or more years of experience in municipal government or related setting with familiarity in zoning enforcement process, legal descriptions, and other related topics.
- A valid State of Michigan Driver's License, a satisfactory driving record, and the ability to maintain one throughout employment.
- Certification in zoning administration, code enforcement, or related industry preferred.
- Thorough knowledge and understanding of locally-adopted ordinance codes, and of the principles and practices of code enforcement and site inspections.
- Knowledge of the legal system and liability issues as they relate to code enforcement.
- Skill in maintaining and updating records and related systems, assembling data, and preparing reports.
- Skill in using measuring tools, cameras, and other tools utilized in code enforcement.
- Skill in the use of office equipment and technology, including computers, and other related software, and the ability to master new technologies.
- Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.
- Ability to document, review, analyze, and communicate pertinent information regarding code enforcement, and to perform visual reviews and inspections of property sites.

- Ability to communicate effectively and present ideas and concepts orally and in writing.
- Ability to establish and maintain effective working relationships and use good judgement, initiative and resourcefulness when dealing with employees, City officials, professional contacts, and the public.
- Ability to coordinate multiple tasks, problem solve, maintain attention to details, and work within deadlines and changes in work priorities.

**Physical Demands and Work Environment:**

*The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to communicate with others in person and on the telephone. The employee is frequently required to travel to various property locations within the City where bending, stooping, kneeling is required. The employee is occasionally required to access structures requiring the use of stairs, and to view and take measurements of property areas at varying heights and on different types of terrain. The employee may be exposed to adverse weather conditions, animals, and other environments with loud noises, moving mechanical parts, dust or airborne particles, and fumes. The noise level in the work environment is usually quiet, and may be loud in field situations.