

JOB DESCRIPTION: **LAND USE COMPLIANCE SPECIALIST**DATE: **3/1/2022**

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Land Development Services	CLASSIFICATION:	315
SUPERVISOR:	Planning Division Manager	SALARY RANGE:	25
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

GENERAL STATEMENT OF DUTIES: Perform technical work investigating complaints and achieving compliance with County ordinances and State Laws for land use, solid waste, rural addressing, and public/environmental health issues. Collaborate and communicate with a variety of County departments regarding a variety of code enforcement matters. Serves as the Code Enforcement Officer as authorized under the County Code Enforcement Ordinance.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Receive and investigate complaints regarding alleged violations of planning, zoning, solid waste, rural addressing, subsurface sewage and environmental health codes, statutes, ordinances and conditions and related Oregon Revised Statutes for which enforcement authority has been granted by the County Code Enforcement Ordinance.

Serve as contact person between County departments and concerned parties in an attempt to resolve code enforcement related complaints.

For filed complaints - research records, files, applications, permits, history of properties and conduct a site inspection (with law enforcement assistance when appropriate) and document findings.

Carry out provisions of the Columbia County Code Enforcement Ordinance and track progress while pursuing appropriate remedies to insure compliance, including giving notice of warning letters, notices of violation, and issuance of citations when necessary. Meet with alleged ordinance violators in attempt to achieve compliance.

Coordinate with the County Public Works Department regarding the Dumpstoppers Program including activities related to the investigation, enforcement and cleanup of illegal dump sites in the County.

Assist the Public Works Department with periodic Household Hazardous Waste Collection events located throughout the County and attend each event.

Coordinate enforcement actions between County Departments including Land Development Services, Public Health, Public Works, Sheriff's Office and County Counsel.

Prepare documentation for County Counsel to provide in court appearances. Appear in court as necessary.

Maintain complete records of all investigations and accurate descriptive case files, including complaints, site visits, field notes, photographs, telephone, electronic, written contacts and correspondence, compliance agreements, and citations.

Organize and track cases using electronic case management software in addition to paper files. Prepare and maintain a variety of records, reports, and logs. Record actions taken, citations issued, dispositions,

inter-department and inter-agency response status. Maintain updates and close case files when appropriate.

Maintain accurate records of the type and number of actions being processed. Provide written reports at regular intervals. Establish and maintain regular and effective communication with supervisor regarding case status and updates.

Recommend and assist in preparation and adoption of new and/or updated code compliance and enforcement policies, ordinances, forms, procedures, and regulations.

Provide information to the general public concerning the status of complaints filed. Respond to inquiries related to enforcement procedures, practices and requirements and application of codes in a helpful and positive manner.

Conduct periodic review of land use to assess compliance with the conditions of approval. Take appropriate action when conditions are not being met.

Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures.

Maintain regular attendance during the assigned work schedule as an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers and others is required.

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

SUPERVISION RECEIVED: Work under the general supervision of the Planning Division Manager who assigns and reviews work for conformance to established procedures and methods and effectiveness of results.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE: Equivalent to an Associate's degree in a related field. Three years of progressively responsible experience in land use compliance, inspections, and enforcement, and/or related work necessary to obtain the necessary qualifications. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be accepted.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid driver's license and be insurable under the County's liability insurance.

SPECIAL NECESSARY REQUIREMENTS: Must be free of criminal convictions which would affect appointment to enforce the related ordinances/statutes or which would violate any other County policy.

DESIRABLE QUALIFICATIONS: Strong understanding of basic land use principals. Certification by the State of Oregon or the International Code Council as either a Permit Technician, Zoning Inspector, Code Specialist or similar.

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of the principles and practices of code compliance and enforcement as they relate to land use, building codes, public health, solid waste, or public nuisances. Knowledge of State and County codes. Ability to comprehend, interpret and uniformly apply laws, ordinances and regulations to diverse situations.

Knowledge of effective communication practices. Ability to establish and maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public. Ability to work courteously and tactfully with the public to obtain compliance through professional persuasion and reason. Ability to maintain composure and deal effectively with difficult people in stressful situations. Ability to communicate effectively with people of varying backgrounds who may be disgruntled, hostile or abusive.

Ability to conduct thorough investigations, compile data, maintain accurate case files, and generate reports as required. Ability to correctly identify those issues which require confidentiality and to maintain a high level of confidentiality. Skill to effectively compose written material in a professional and understandable manner.

Ability to effectively utilize computer systems and the use of general business software, such as word processing, spreadsheets, database, and other software. Ability to work scheduled hours and overtime as necessary.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical demands while in the office are minimal, involving the movement of files, books, equipment, etc. seldom exceeding 20 pounds. Field activity requires additional physical demands, such as walking and/or standing for long periods of time, lifting up to 50 pounds, bending, stooping, climbing, etc.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work time is split between a general office environment and field activities. The performance of field work may require walking over various terrains or other hazards, and exposure to all weather conditions. Extensive travel is necessary, requiring the operation of a motor vehicle, often to remote areas in the county. The employee may be required to travel at night time or on weekends or in inclement weather to investigate enforcement complaints. The employee may be exposed to a hostile environment when dealing with code/law offenders and must be able to interact to de-escalate conflict.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***