NUISANCE ENFORCEMENT OFFICER

Lake County Building Department

FLSA STATUS: Non-Exempt
UNION STATUS: Classified
DEPARTMENT: Building Department

SUMMARY: Interprets and ensures compliance to Lake County’s nuisance ordinance. Works under the direct supervision of the Building Official and the Building Assistant Director. Works with the Board of Commissioners to enforce Nuisance Ordinance violations. Conducts investigations of properties to determine compliance by performing the following duties.

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

Nuisance Enforcement: approximately 80% of this position’s time will be spent performing Nuisance Enforcement duties:

Interprets and enforces nuisance ordinance violations.

Assists with the enforcement of land use ordinance and building code violations when in the field.

Obtains permission from owners and tenants to inspect dwellings and properties for the purpose of determining possible nuisance ordinance violations.

Inspects sites for overall cleanliness, adequate disposal of garbage and rubbish, and for signs of vermin infestation.

Prepares forms and letters advising property owners and tenants of possible nuisance violations including specific time allowed for correcting deficiencies.

Notifies property owners of nuisance violations and required resolutions within the appropriate timelines.

Maintains a file of violation reports and revisits dwellings at periodic intervals to verify corrections of violations by property owners and tenants.
Implements nuisance enforcement, as necessary, to correct violations when the property owner fails to make appropriate and timely corrections upon notification.

Explains the general requirements of the nuisance ordinance to property owners, occupants, and other interested parties.

Coordinates with other city and state agencies regarding community hazards and needs in regards to all nuisance ordinance enforcement.

Provides periodic reports to the Board of Commissioners summarizing compliance activities.

May work with law enforcement when delivering enforcement notifications or performing site inspections.

**Code Specialist Duties:** in addition to Nuisance Enforcement duties, approximately 20% of this position’s time will be spent in the office performing Code Specialist duties:

- Provides administrative, organizational, informational, and operational support to the Building Department by maintaining office systems, and coordinating efficient services to the public.
- Responds to public inquiries and complaints. Explains policies, standards, fees, and procedures to the public.
- Completes operational requirements by issuing permits and scheduling inspections on the e-permitting system.
- Issues DEQ permits and coordinates inspections.
- Assists and helps to explain building codes, policies, and procedures to the public, in person and by phone.
- Assists in maintaining accurate records of inspections and actions taken, including conversations and extensions granted; assists in updating computer records; assists in and learns to research information in support of enforcement action.
- Processes written complaint forms from citizens.

**SUPERVISORY RESPONSIBILITIES:** This is a non-supervisory position; however, the Nuisance Enforcement Officer acts as the lead regarding compliance activities.

**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, skills, and/or abilities required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education and/or Experience:** High School Diploma or G.E.D. required. Must have at least one year of related experience and/or training; or equivalent combination of education and experience.

**Pre-Employment:** Job offers for this position are contingent on the individual passing a pre-employment background check.

**Language Skills:** Must possess excellent communication skills. Able to resolve misunderstandings and/or conflicts with complainants, property owners who may be in violation, affected neighbors, and involved agency representatives. Able to facilitate cooperation and resolution of violations. Must be able to explain and help non-technical participants understand what is required of them by land use ordinances, building codes, and the nuisance ordinance. Must be able to read and comprehend instructions, short correspondence, and memos, and be able to write simple correspondence. Able to effectively present information in one-on-one and small group situations to citizens, property owners, and other employees of the County.

**Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**Reasoning Ability:** Must be able to understand the technical complications inherent in planning and building regulations and be able to determine resolutions that protect the fundamental purposes of the regulations. Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in various situations.

**Certificates, Licenses, Registrations:** Must possess and maintain a valid Oregon driver's license.

**Other Skills and Abilities:** Keyboarding skills and ability to effectively use computer spreadsheet and word processing programs. Ability to deal with the public in an appropriate and effective manner. Knowledge of basic code enforcement procedures.

**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. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.
The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and distance vision.

Must frequently drive long distances when making site visits to the north part of the County. May occasionally require driving times of 5 hours or more.

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

While performing the duties of this job, the employee regularly works in outside weather conditions, including inclement weather. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals.

The noise level in the work environment is usually moderate.

*Lake County is an Equal Opportunity Employer.*