



City of Warrenton, Oregon

The City of Warrenton is seeking a qualified individual to serve as **Code Compliance Officer**.

Salary Range – \$4,368.13-\$5,714.33 + excellent benefits. FT non-exempt position under the direction of a Police Sergeant. This position is represented by the Warrenton Public Safety Association.

The Code Compliance Officer, under the primary supervision of a Police Sergeant with additional guidance from the City Manager, Planning Director, and Fire Chief, performs community code enforcement activities. Duties include investigating complaints, educating the community, and enforcing code compliance and municipal code violations.

MINIMUM REQUIREMENTS:

- Graduation from high school or G.E.D.
- Valid Oregon Driver's License and safe driving record.
- Criminal Record must be free of any conviction for a felony punishable by more than one year in jail or conviction for unlawful use, possession, or delivery of a narcotic or other controlled substance.
- Completion of a thorough and comprehensive background investigation by the Police Department and a drug test.
- OSP CJIS Security Clearance through an FBI Fingerprint submission.
- This is a position requiring adherence to federal, state, and local laws, both on and off duty.

LICENSES, CERTIFICATES, & OTHER REQUIREMENTS:

- Valid Oregon Driver's License
- LEDS Inquiry certification (within one year of starting date)

Visit the City website for the complete job description.

TO APPLY:

1. **Pick up** the application packet at the WPD (225 S. Main Ave. Warrenton, OR 97146), or **Download** the application packet at www.warrentonoregon.us/jobs.
2. **Mail** the completed application to Chief Workman, City of Warrenton, PO Box 250, Warrenton, OR 97146, or email it to mworkman@warrentonoregon.us.
3. All applicants ***MUST submit a City of Warrenton application to be considered***. A cover letter and resume are optional and can be submitted along with an application.

Open until filled. First Review Deadline 4:00 p.m. September 1, 2025. EOE.



City of Warrenton

Position Description

Position: Code Compliance Officer	
Department/Site: Police Department	FLSA: Non-Exempt
Evaluated by: Police Sergeant/Supervisor	Salary Range: WPSA CBA - Code Compliance Officer

Summary

Under supervision of a Police Sergeant with additional guidance from the City Manager, Planning Director, and Fire Chief, performs community code enforcement activities. Investigate complaints, educate the community, and enforce code compliance and municipal code violations. Maintain a good working relationship with other city departments, enforcement agencies, and city personnel.

Essential Duties and Responsibilities

The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

- Receive and respond to complaints regarding code and ordinance problems. Visually assess these complaints.
- Ability to drive to and from field inspections and enforce codes and ordinances relating to intersections with clear vision, abandoned vehicles, nuisances, junk and other various City ordinances.
- Conduct investigations on basic animal control ordinances such as barking dogs, dogs at large, animal restraint issues, livestock and chicken regulations, and other low-level ordinances related to all animals including wildlife and exotic pets.
- Assist citizens in code education and obtaining code compliance, rendering efficient and courteous service.
- Interact with complainants and suspected violators in an objective and equitable manner.
- Coordinate code enforcement activities with other departments, ensuring compliance with terms established by land use laws, City policies, and ordinances.
- Prepare detailed reports, providing oral and written communication, including enforcement records.
- Research ordinances and codes, deed records, building codes, abatement codes, and be aware of City boundaries.
- Issue citations as necessary for violations. Testify in court as needed.

- Maintain department equipment and inventory, including vehicle maintenance records.
- Communicate effectively on a police radio and effectively in written and oral form.
- Maintain confidentiality and work independently with minimal supervision while making independent decisions.
- Ability to carry and use pepper spray if needed.
- If needed, makes contact with businesses regarding stray shopping carts and if needed, returns shopping carts to businesses.

Other Duties

- Performs other duties as assigned, including providing assistance with special assignments.

Minimum Qualifications

- Graduation from high school or G.E.D.
- Valid Oregon Driver's License and safe driving record.
- Record must be free of any conviction for a felony punishable by more than one year in jail or conviction for unlawful use, possession or delivery of a narcotic or other controlled substance.
- Completion of a thorough and comprehensive background investigation by the Police Department and a drug test.
- OSP CJIS Security Clearance through an FBI Fingerprint submission.
- This is a position requiring adherence to federal, state, and local laws, both on and off duty.

Licenses, Certificates, and other Requirements:

- Valid Oregon Driver's License
- LEDS Inquiry certification

Desirable Qualifications:

- Experience in the use of the computer programs Word, Excel, and other records management programs.
- Minimum 1-3 years' experience as a code enforcement officer or similar position.
- An understanding of Oregon Criminal Laws, Oregon Traffic Laws, and the Warrenton Municipal Code
- Strong written and oral communication capabilities
- Possess LEDS certification or have the ability to obtain LEDS certification.
- Knowledge of the operation, policies, procedures, and terminology of law enforcement
- Knowledge of the Warrenton area
- Experience in good customer service skills and communication skills.

Physical and Mental Demands:

While performing the duties of this position, the employee is typically required to sit, stand, read, communicate, reach, climb, balance, kneel, crawl, reach, stand, walk, pull, push, lift, grasp, see, do repetitive motions, and manipulate objects or tools with or without reasonable accommodation. The

position requires mobility and the ability to operate a motorized vehicle. Duties involve moving objects or items up to 10 pounds of force on a regular basis, moving objects up to 20 pounds frequently, and moving objects which may weigh up to 50 pounds infrequently. Manual dexterity and coordination are required while operating and handling equipment, motorized vehicles and computers. A considerable amount of time will be spent outside with exposure to various weather conditions.

The position may be subject to events which may cause unusual stress; frequent interruptions of work may be experienced by staff and customers depending on work times. Will interact with City staff, other organizations and the public; interact with people who are experiencing a wide range of emotions, may be uncooperative, may be mentally unstable, may be verbally abusive, combative, and may be under the influence of substances. May have exposure to unsanitary conditions, rodents, garbage, etc. Required to wear a uniform. This is an unarmed police department position.

City of Warrenton

Application for Employment

An Affirmative Action, Equal Opportunity Employer



Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Mailing Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Alternate Phone: _____

Email Address: _____ Date Available: _____ Desired Salary: \$ _____

Position Applying For: _____

Are you a citizen of the United States? ☐ YES ☐ NO If no, are you authorized to work in the U.S.? ☐ YES ☐ NO

Have you ever been a City of Warrenton employee? ☐ YES ☐ NO If yes, when? _____

Are you currently an employee of the City of Warrenton? ☐ YES ☐ NO Which department? _____

Do you have relatives employed by the City of Warrenton? ☐ YES ☐ NO
If yes, indicate name, relationship, and department: _____

Do you possess a valid driver's license? ☐ YES ☐ NO State: _____ Number: _____
Class: _____ Endorsement: _____

(A valid driver's license is required only when stated on the job announcement.)

Have you ever been convicted of a felony? ☐ YES ☐ NO *(A criminal conviction is a bar to employment only if it is related to the job for which applied.)*

If yes, explain: _____

Office Skills

Typing Speed (wpm): _____ Can you operate a computer? ☐ YES ☐ NO

Do you speak a language other than English? ☐ YES ☐ NO If yes, what language(s)? _____

Computer Operation

Describe your computer operation skills, including programs used: _____

Equipment Operation

Describe your equipment operation skills related to the job for which you are applying: _____



Education

High School: _____ Address: _____
Did you graduate? YES ☐ NO ☐ Degree: _____

High School Equivalency? YES ☐ NO ☐ School or Where Obtained: _____

College: _____ Address: _____
Did you graduate? YES ☐ NO ☐ Degree: _____

College: _____ Address: _____
Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____
Did you graduate? YES ☐ NO ☐ Degree: _____

Licenses and Certificates

List school courses or vocational training, licenses, certifications, or other qualifications that bear suitability for this position:

Employment History

Begin with your present or most recent job. List all jobs separately, including on-the-job training and volunteer work. Please be sure you completely describe in the section below the duties you performed, which demonstrate that you are qualified to perform the duties for which you are applying. If you are in doubt about listing a particular job, it may be to your advantage to list it. Additional pages or a resume may be attached, but all statements on the application must be completed. Incomplete applications may result in disqualification. A resume does not substitute for an application. If a supplemental questionnaire is required, it must accompany this application.

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES ☐ NO ☐



Employment History Continued

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO
☐ ☐

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO
☐ ☐

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO
☐ ☐

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO
☐ ☐

Military Service

Branch: _____ From: _____ To: _____
Rank at Discharge: _____ Type of Discharge: _____
If other than honorable, explain: _____

Disclaimer and Signature

IMPORTANT: Employment with the City of Warrenton may require transfer to different shifts or work location. In accepting employment with the City, you are consenting to such transfers. Federal law requires anyone employed by the City to present proof of identity and proof of authorization to work in the United States. I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____



Veterans' Preference Form (ORS 408.230)

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (Copy 4). This completed form and required supporting documentation must be submitted with your application for consideration for Veterans' Preference.

Qualified Veteran Questions: Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4).

ORS 408.225(f) - I served on active duty with the Armed Forces of the United States:

- ☐ For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions
- ☐ For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions
- ☐ For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service-related disability
- ☐ For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs
- ☐ For at least one day in a combat zone and was discharged or released from active duty under honorable conditions
- ☐ And received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions
- ☐ And receiving a nonservice – connected pension from the United States Department of Veterans Affairs

Qualified Disabled Veteran Questions: *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD-214 or 215 (Copy 4), and a public employment preference letter from the United States Department of Veteran's Affairs (letter may be requested by calling 800-827-1000)*

- ☐ I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
- ☐ I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- ☐ I was awarded the Purple Heart for wounds received in combat

I hereby claim Veterans' Preference, I have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

Signature: _____ Date: _____

Position Applied For: _____

This form and supporting documentation must be received City of Warrenton no later than the closing time and date of the job posting. If you have any specific questions, please contact the hiring department.

(503) 861-0823 or cityrecorder@warrentonoregon.us