



JOB DESCRIPTION

Job Title: Code Enforcement Officer (civilian)	Reports to: Captain
Department: Police	FLSA Classification: Non-exempt
Revision Date: December 2022	Pay Grade: 115
Minimum Education: High school diploma or equivalent	
Minimum Experience: Previous experience as code enforcement or related field is preferred but not required.	
Minimum Certification: None.	
Other Requirements: Must meet eligibility requirements with the following: <ul style="list-style-type: none">• 18 years of age or older• Must successfully pass Pre-employment and Post-Offer Testing, including a background investigation and drug screen.	

POSITION SUMMARY

This is a part-time position that inspects and investigates complaints to verify compliance with adopted codes and ordinances of the City; to safeguard public health, safety and general welfare. This position is also responsible for related administrative functions as it relates to documentation of inspections.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Receives, records, and investigates complaints regarding potential violations of municipal codes, ordinances, standards and health and safety of regulations; documents violations by securing photographs, writing reports, and recording other pertinent data; researches ownership records, prior complaints, municipal codes and ordinances, and state regulations to establish whether a violation has occurred.
2. Surveys (on foot and/or by vehicle) nuisance conditions and code violations.
3. Initiates contact with residents, business representatives and other parties to explain the nature of incurred violations and establish compliance requirements with municipal codes, ordinances, and community standards.
4. Meets with City staff regarding complaints; coordinates follow up activities as needed.

5. Prepares notices of violation or noncompliance and citations according to applicable codes and regulations; issues letters to property owners notifying them of violation; as appropriate, affixes notice of violation on property to abate public safety hazards and public nuisances.
6. Coordinates and conducts follow-up abatement procedures including the preparation of additional correspondence, site visits, and communication with property owners if applicable; conducts follow-up investigations to ensure compliance with applicable codes and ordinances.
7. Prepare non-compliance case information for legal action when requested. Testifies in court or administrative hearings as needed.
8. Makes drive-by or on-site inspections of residential, industrial, and commercial areas in compliance with requirements of the law; notes possible violations at other property sites during field investigations.
9. Provides information to violators, witnesses, and the general public, business community and other government agencies regarding codes, laws and ordinances; responds to questions, complaints and inquiries.
10. Maintains files and records related to citations and violations; prepares written reports, memoranda and correspondence.
11. Photographs nuisance conditions and code violations.
12. Maintains and updates records, logs and reports utilizing knowledge or principles of record keeping and reporting.
13. Develops public announcements on code enforcement activities as directed.
14. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Must be able to render credible testimony in a court of law.
2. General knowledge of municipal building safety codes, related laws and ordinances.
3. Ability to research, analyze and apply city codes and laws and make appropriate recommendations.
4. Ability to analyze complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures, and techniques for resolution of issues.
5. Ability to be courteous and maintain professional demeanor when dealing with the public, staff, and elected officials.
6. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
7. Ability to prioritize duties to accomplish a high volume of work product while adapting to changing priorities.
8. Knowledge of City policies, procedures, and practices.
9. Knowledge of local government organizations and their departmental operating requirements.
10. Considerable knowledge of modern office practices and procedures.
11. Ability to analyze and prepare organizational and functional reports from research data.
12. Ability to work the allocated hours of the position.
13. Ability to explain relevant information effectively to various audiences.
14. Ability to communicate effectively with other members of the staff, supervisor, and the public.
15. Ability to communicate clearly and concisely in both written and verbal form.
16. Must be proficient in workplace English and spelling.
17. Ability to read City policies, procedures, written instructions, general correspondence, and maps.
18. Ability to define problems and deal with a variety of situations.
19. Ability to think quickly, maintain self-control and adapt to stressful situations.

20. Ability to maintain discretion regarding cases, investigations, reports, and conversations within the provisions of open records law and other applicable state and federal regulations.
21. Organizational and time management skills needed to meet deadlines.
22. Must have the ability to work accurately, with attention to detail.
23. Ability to maintain confidentiality.
24. Ability to prepare and maintain accurate and concise records and reports.
25. Ability to analyze facts and to exercise sound judgement in arriving at conclusions.
26. Ability to maintain ethical standards as defined in the Personnel Manual and City Code.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- Work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work may involve mobility over rough or difficult terrain. Work is performed daily both in and outdoors under all weather conditions and includes exposure to inclement weather, noise, vibrations, airborne materials, and active construction sites.
- Work has standard vision requirements.
- Vocal communications is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analysing written or computer data and observing general surroundings and activities.
- Work is generally in a moderately noisy office setting and in the field.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

Employee Signature

Date

Employee Printed Name