

CODE ENFORCEMENT OFFICER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general supervision, performs a variety of investigations as well as field and office tasks to secure compliance with and understanding of planning, zoning, business license, Housing Laws and other codes; and performs related work as required.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Inspect land, structures, vehicles and stored materials for compliance with applicable planning, zoning and other codes and laws.
2. Respond to complaints regarding municipal and other code violations, law or statute where enforcement authority is defined; issue citations to property owners; work with property owners to bring property into compliance.
3. Schedule and perform mandatory inspections of all rental properties within the City.
4. Compile notes and photographs on assigned cases.
5. Research property ownership; advise property owners of code violations.
6. Prepare inspection and abatement warrants for approval.
7. Plan and carry out systematic field visits of businesses, garage sales, vendors and peddlers to assure compliance with business license and permit regulations.
8. Investigate code, license and fee violations and issues appropriate warnings and citations; issue stop work orders for illegal construction.
9. Provide public information on compliance with municipal rules and regulations.
10. Assist in preparing cases for prosecution.
11. Maintain accurate records of field and office work.
12. Prepare oral and written reports, and work cooperatively with all public officials charged with the enforcement of laws.
13. Effectively communicate with members of the public.
14. Prepare and testify in front of Boards, Commissions and Courts.
15. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Methods and techniques of code enforcement.
- Applications of City municipal codes and regulations.
- Methods and techniques of field inspections, investigation, and evidence preservation.
- Principles and procedures of record keeping.
- Principles and practices of research and report preparation.
- Principles and procedures of administrative and legal proceedings.
- Various business enterprises and their methods of operations.
- Methods of public contact associated with compliance, collections, and investigative work.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state and local laws, codes, and regulations.

Ability to:

- Conduct field investigations and determine if codes have been violated.
- Learn the ordinances, policies, procedures, forms, practices, and significant aspects of businesses associated with assigned activities.
- Advise property owners, contractors, and other responsible parties of code violations and changes needed to conform with standards.
- Effectively collect and evaluate financial records and other data.
- Work a flexible schedule, including some weekend hours.
- Respond to requests, inquiries and complaints from the general public.
- Research, interpret, and apply federal, state, and local laws and ordinances.
- Develop lesson plans, teaching materials, and goals for community education.
- Maintain accurate and detailed logs and records of work performed.
- Prepare clear and concise reports.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

Equivalent to the completion of the twelfth grade. Additional specialized training in law enforcement, code enforcement, conflict resolution, planning, or a related field is desirable.

Experience:

Two years of increasingly responsible public contact experience, preferably in zoning enforcement, law enforcement, or a closely related field. Investigative or compliance experience is desirable.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a field setting with travel from site to site and exposure to an outdoor field environment and all types of weather and temperature conditions; may work irregular hours; exposure to potentially hostile individuals and environments, noise, dust, grease, smoke, fumes, and gases; work at heights or in confined spaces; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; walk on uneven terrain, loose soil, and sloped surfaces; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; to operate equipment and vehicles; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Created: June 1997

Revised: May 1999; November 2011; June 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.