



JOB DESCRIPTION

JOB TITLE:	Code Enforcement Officer Lead	FLSA:	Non-Exempt
DEPARTMENT:	Community Development	GRADE:	T2
REPORTS TO:	Building Commissioner		\$56,549 to \$84,812
BARGAINING UNIT:	Non-Represented	DATE:	April 2021

SUMMARY

Under the general direction of the Building Commissioner, investigates, inspects and enforces property maintenance, municipal, zoning, building and other City codes to ensure the safety, protection and visual enhancement of the community.

ESSENTIAL FUNCTIONS as defined under the Americans with Disabilities Act (ADA) may include any of the following representative duties, knowledge and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents within this classification. Incumbents are required to be in attendance and prepared to begin work at their assigned work location on specified days and hours. Factors such as regular attendance on the job are not routinely listed in the job descriptions, but are an essential function.

Essential duties and responsibilities **may** include, but are not limited to:

- Investigate property maintenance, municipal and zoning code violations.
- Perform site inspections for new construction, remodeling and various home improvements for adherence to the Code of Conduct rules and other site conditions. Ensure that they have the required permit and are code compliant.
- Confer with and provides information to property owners and others regarding code requirements and City policies and procedures wherever possible, resolves complaints and problems.
- Perform onsite inspections as required to identify code violations and/or property maintenance violations and take appropriate action.
- Document and maintain accurate records of inspections, actions taken and regulatory efforts; prepare written reports and correspondence and issue notices to correct code violations.
- Collect and maintain documentary evidence in regard to non-compliant cases for use in court; testifies in court and/or adjudication hearings as required.
- Develop and maintain knowledge of Property Maintenance Code, Municipal Code, Zoning Ordinance and code enforcement methods and updates code knowledge through regular training sessions.
- Contribute to the efficiency and effectiveness of the unit's customer service by offering suggestions and participating as an active member of a team.
- Use a variety of standard office equipment, including a computer to perform work.

ESSENTIAL FUNCTIONS

- Organize own work, set priorities and meet critical deadlines.

- Operate standard office equipment: computers, facsimile and telephones; may operate microfilm, radio, and other departmental-specific equipment after training.
- Demonstrate courteous and cooperative behavior when interacting with public and staff; act in a manner promoting a harmonious and effective workplace environment.

QUALIFICATIONS: *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 Experience

Two years college course work in construction technology, or a field related to the work or completion of a recognized apprenticeship in a recognized trade; AND two years of experience as a Code Enforcement Officer OR equivalent combination of education, training and experience as determined by Human Resources.

Required Certificates, Licenses, and Registrations

- Valid driver's license.
- Current ICC Certification as a Property Maintenance Inspector, preferred.

Required Knowledge and Skills

Required Knowledge:

- Principles, practices codes and regulations related to property maintenance.
- Concepts, materials and terminology related to building construction.
- Applicable codes and regulations.
- Computer applications related to the work.
- Business mathematics.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Record keeping principles and practices; correct business English, including spelling, grammar and punctuation.
- Techniques for tactfully and respectfully dealing with the public and staff.
- Procedures for documenting inspections, correcting violations and carrying through on court procedures as required.
- Geography of the City.

Required Knowledge and Skills

Required Skills:

- Interpreting and applying appropriate methods, practices, procedures, codes and regulations to code enforcement
- Explaining codes, regulations and procedures to builders, property owners and the public.
- Conducting harmonious discussions with all personnel contacted in the course of performing duties and persuading them of desired courses of action.
- Performing site inspections, to identify violations
- Document inspections and follow through in code violation procedures.
- Reading and interpreting City codes and ordinances.
- Preparing clear and concise reports, correspondence and other written materials.
- Organizing and prioritizing work and meeting critical deadlines.
- Understanding and following oral and written directions.

- Maintaining accurate records and files.
- Enforcing laws, ordinances and regulations with firmness, tact and impartiality.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Composing correspondence independently or from brief instructions.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

PHYSICAL/MENTAL REQUIREMENTS *described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Mobility to work in a typical office setting, use standard office equipment and drive a motor vehicle in order to attend meetings and inspect properties; strength and stamina to inspect various residential, commercial or industrial properties or other facilities which may include standing for extended periods of time, stooping, kneeling and walking on uneven terrain at construction sites, climbing ladders, scaffolding and stairs; strength to lift and carry up to 30 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone.

WORKING ENVIRONMENT

Work is performed in an office setting and outdoors at construction sites and residences under adverse weather conditions. Involves frequent travel.

SAFETY FUNCTIONS

- Becomes familiar with and observes all applicable safety and security policies/procedures.
- Immediately reports all unsafe conditions and acts to supervisor.
- Reports all accidents to supervisor immediately.
- Obeys and adheres to all safety rules and work practices.

CONDITIONS OF EMPLOYMENT

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
2. *Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Employee:

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

SUPERVISOR:

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

The City is an EOE employer.