

# Code Enforcement Contract Position

## Job Summary

The purpose of this position is to perform a variety of duties involved in the investigation of potential violations and the enforcement of municipal codes, ordinances and regulations.

This is a contract with an expected 15-20 hours per week on a schedule subject to modification as required. Contract for 2021 for 8 months at \$1500 per month beginning April 1, 2021.

## Job Details

### Essential Functions:

- Investigate complaints of violation of City code, appropriate zoning ordinances, sign regulation and related laws, ordinances, or codes; issue courtesy notices, notices of violation, citations, correction notices, and stop work orders to ensure compliance; conduct follow up investigations to ensure compliance with applicable codes and ordinances.
- Maintain files and records related to citations and violations; prepare a variety of written reports, memoranda and correspondence.
- Provide information to general public, business community, internal departments and other agencies regarding codes, laws and ordinances; respond to questions, complaints and inquiries. Represent the department to various citizens/citizen groups, other departments and agencies
- Respond to complaints of abandoned vehicles; determine ownership of vehicle; tag and arrange for towing of vehicle if appropriate; complete necessary paperwork.
- Prepare documentation for submission to the City Attorney to file complaint for noncompliance; testify in court on behalf of the City.
- Investigate complaints relating to unsafe structures and premises; prepare notices for the abatement of dangerous buildings; seek contractor bids to demolish unsafe structures; oversee on site work to code specifications.
- Perform related duties and responsibilities as assigned.

## Qualifications

### Experience and Education

- Equivalent to a HS Diploma/GED
- Previous experience with code enforcement, construction management, building inspection, or similar duties a plus.

### Computer Skills

- Basic skills in Microsoft Word, Excel, Outlook, PowerPoint.

### Required Licenses and/or Certifications

- Possession of, or ability to obtain, an appropriate, valid driver's license.

### Knowledge

- General codes, ordinances, laws and regulations.

- Safe and efficient work practices as they relate to code enforcement.
- Principles, practices, methods and techniques of code violation investigation and enforcement.
- General City services and municipal organizational structure as they relate to code enforcement.
- City codes, ordinances, laws and regulations pertaining to code enforcement.
- Modern office procedures, methods and computer equipment
- Use of personal computers and basic software

### **Abilities**

- Learn principles, practices, methods and techniques of code violation investigation and enforcement.
- Learn City codes, ordinances, laws and regulations pertaining to code enforcement.
- Learn, interpret and apply State and local policies, procedures, laws and regulations.
- Maintain up-to-date accurate records, logs and reports.
- Enforce pertinent codes, ordinances, laws and regulations with impartiality and efficiency in sometimes volatile situations.
- Respond to inquiries, complaints and requests for service in a fair, tactful and firm manner.
- Make independent decisions involving sensitive situations.
- Work independently in the absence of supervision.
- Communicate clearly and concisely, both orally and in writing.
- Operate a personal computer and appropriate software
- Work and act as a team player in all interactions with other City employees
- Provide a high level of customer service at all times
- Project and maintain a positive image with those contacted in the course of work
- Consistently provide quality service
- Maintain regular and dependable attendance

This position is subject to successful completion of a pre-employment reference check, a criminal background check, a drug test, and driving record.