



Code Enforcement Officer

FLSA Status: Non-exempt

Created: 7/2023

Safety Sensitive: yes

Last Revised: 7/2023

DEFINITION: Under direct supervision of the City Manager, performs field inspections of properties to ensure compliance with applicable nuisance codes and ordinances. Resolves complaints when necessary.

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Inspects single family and multi-family homes, rental units, apartment buildings, businesses, and vacant lots to ensure compliance with current applicable Housing and Property Maintenance Codes, nuisance codes, ordinances, and regulations; conducts follow-up inspections as necessary; issues notices of violation and assess fees as necessary.
2. Conduct field inspections of properties or businesses to determine compliance with applicable zoning, land use, nuisance, and license regulations and requirements; enforce appropriate regulations from land use/zoning, nuisance, and license codes.
3. Responds and investigates alleged violations; interviews complainants and witnesses; takes photographs of violations and documents activities; communicates in verbal and written form all applicable code information and notification and appeal processes to all parties, tenants, owners, and other organization representatives.
4. Conducts research to determine the approved conditional uses of property; researches ownership, compliance requirements, fees, legal processes, and other state, federal, and local requirements necessary to enforce codes.
5. Inspects property for abandoned or inoperative vehicles; issues citations or infractions to offenders, appears in court, gives legal depositions, provides witness information, prepares administrative search warrants, prepares summons and complaint affidavits as required by City Attorney; issues notices for vehicle abatement if necessary; oversees abatement and removal of vehicles.
6. Serves as a resource to other organization departments regarding nuisance, housing and property maintenance code requirements.
7. Maintains detailed, accurate, and complete records, case files, and reports of inspections and surveillance activities.
8. Operates computer to process and acquire data relative to inspection sites and effective code enforcement, including land use, zoning, court data, licensing, corporation status, county assessor, and other databases and organization websites.
9. Responds to and resolves citizen inquires and complaints.
10. Exercise sound judgment that requires the application of analysis of facts, negotiation, and interpersonal skills.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)

Knowledge of:

- Basic applicable city, state, and federal codes, ordinances and regulations related to nuisance requirements and Wells City Codes, reference books and manuals
- Basic computer use and processes
- Office procedures
- Basic accurate record keeping
- Local area geography

Skill to:

- Operate modern office equipment, including computers;
- Work with diverse cultural and socioeconomic groups using tact, discretion, initiative, and independent judgment within established guidelines;
- Learn basic code enforcement techniques.
- Learn proper investigation and questioning techniques;
- Establish and maintain effective working relationships with those contacted in the course of work.

Ability to

- Learn to interpret and enforce applicable city, state, and federal codes, ordinances and regulations related to nuisance violations;
- Learn computer applications and operate computer equipment relative to area of assignment;
- Learn to enforce proper nuisance, health, and safety requirements;
- Learn to establish and meet critical deadlines, compile and collect data, establish priorities, organize workload, and conduct necessary follow-up activities with minimal supervision;
- Communicate clearly and concisely, both orally and in writing; and,

Required Certifications and Licenses:

Must have a valid driver's license.

Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

Graduation from high school or its equivalent, supplemented with some college level coursework in building, planning, criminal justice, or related field **and** two years of work experience which required the frequent interpretation, explanation, or enforcement of varied codes and regulations, including one year of experience with frequent heavy public contact in stressful or confrontational situations.

Physical and Mental Requirements:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

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 at times. Vision to read printed materials and a computer screen. Hearing and speech to communicate in person or over the telephone.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions.

Majority of work is conducted outside in all types of weather conditions. Work is performed on public and private property and on uneven terrain with possible exposure to moving objects and vehicles. Possible hazards include but are not limited to sharp objects, pinch points, dust, noise, vibration, extreme heat and cold, slippery surfaces, toxic, and caustic chemicals. Position may require travel by car from the office to a work site.

Ability to work under conditions involving exposure to dust, grease, and chemicals. Ability to work outside in various types of weather and temperature.

Employee's Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee's Signature

Date Signed