



## **Code Enforcement (Part Time)**

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**Supervisor:** Building Official  
**Department:** Building  
**EEO Category:** Administrative Support  
**FLSA Status:** Non-Exempt (Part time)  
**Date Approved:** August 21, 2018

### **Purpose of Position**

The Code Enforcement Official is a part time position in the Building Department. This position works to ensure that the City Ordinances are being followed in order to protect the beauty of our community.

### **Responsibilities:**

- Actively drive each ward to identify any properties that are in violation of City Ordinances.
- Conducts inspections for compliance with various City ordinances and investigates complaints of unauthorized installations, violations of city codes, zoning ordinance, tree ordinance, Sign ordinance, and property maintenance.
- Identify violations as a result of inspections and document reviews.
- Issues compliance and/or violation notices establishing time constraints for compliance and posts properties in accordance with state and local laws as required.
- Communicate with the resident to make them aware of the violation of the ordinance and what measures are needed to correct the matter.
- Conducts follow-up investigations or re-inspections to ensure and document corrective measures were taken for all non-compliances.
- Prepares documentation for City Council agendas and for the placement of advertisements for non-compliances.
- Composes routine memos, letters, legal forms, notices and other material required for efficient job performance and code compliance.
- Confers with Building Official as necessary for technical assistance and information.
- Actively manage violations by using Incode.
- Carryout City's protocol for ordinance violations.
- Actively implement and carryout City procedure for blighted property and or slab removal.
- Other duties as assigned.

### **Education, Experience & Knowledge:**

- Graduation from high school or equivalent.
- Ability to enter computer data.
- Ability to use all office equipment.
- Ability to meet specified or required deadlines.
- Ability to maintain confidentiality.
- Ability to work independently.
- Ability to handle multiple tasks simultaneously.
- Must follow departmental and City policies and procedures.
- Ability to extract legal descriptions and ownership information from records as required.

- Ability to express ideas effectively, orally and in writing.
- Ability to establish and maintain effective working relationships with co-workers, department heads, elected officials and the general public.
- Ability to perform basic mathematical computations.
- Knowledge of English language including spelling, grammar, and punctuation.
- Excellent customer service skills.
- Knowledge of “Incode” permitting software, preferred.
- Knowledge of Microsoft Word, Outlook and Microsoft Excel.

**Preferred License and Certification:**

Valid driver’s license is required.

**Physical Requirements:**

The physical demands described here 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 functions.

Physical requirements include occasional lifting/carrying of 10+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

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Employee

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Date

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Supervisor

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Date