



CODE ENFORCEMENT OFFICER

City of Leoti

Public Lands and Works Department

POSITION SUMMARY:

The Code Enforcement Officer is a non-exempt position under FLSA. This employee performs a variety of technical duties in support of the City of Leoti's local code enforcement program; monitors and enforces a variety of applicable ordinances, codes and regulations related to zoning, land use, nuisances, housing, building codes, health and safety, blight, water waste and other matters of public concern.

Responsible for maintaining the animal shelter paperwork. Also, serves as a resource and provides information on City regulations to property owners, residents, businesses, the general public, and other City departments and divisions.

DUTIES AND RESPONSIBILITIES:

1. Inspect, evaluate and render decisions on compliance or violations of zoning, land use, buildings, environmental health, sanitation, nuisances and abatement regulations and ordinances. Seeks assistance from specialists for compliance with International Codes, as necessary for new construction, renovations, etc.
2. Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of City zoning and related municipal codes and ordinances, interview complainant and witnesses, conduct investigations and provide recommendations for resolution.
3. Conduct field investigation,; inspect properties for violations, attempt to make contact at the residence or business in order to resolve violation, issue and post warning notices, notices of violation, corrective notices, order to comply and related documentation for code violations. Schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances. Issue administrative and parking citations and notices of violation, as necessary.
4. Advise and assist citizens on matters relating to zoning requirements and dimensions of property, use of property, setbacks, and preparation of applications for permits.
5. Investigate, respond, and resolve citizen complaints involving potential or possible zoning land use, building, environmental health, and nuisance violations.
6. Prepare evidence in support of legal actions taken by the City. Appear in court, if necessary, i.e. testify at hearings and in court proceedings as required. Meet with City Attorney, as necessary.
7. Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job related activities including accurate and detailed information regarding code enforcement activity to substantiate violations, draw diagrams and illustrations, and take photographs.
8. Prepare a variety of written reports, memos, and correspondence related to enforcement activities.
9. Patrol within the city limits in a City vehicle to identify and evaluate problem areas and/or ordinance violations. Determine proper method to resolve violations.
10. Attend City Council meetings as requested and serve as a resource to other city departments, the general public, and outside agencies in the enforcement of zoning regulations. Provide research and documentation for meetings. Interpret and explain municipal codes and ordinances to members of the general public, contractors, business owners, and other interested parties in the field, over the counter, and on the telephone.
11. Operate computer to enter, process, and acquire data relative to complaints, inspections sites, and effective code enforcement and to research complaints.
12. Locate vacant residences and business, secure buildings with proper materials, as necessary. Check vacant building regularly for vandalism.
13. May assist in researching, drafting, and revising municipal codes, participates in the development of forms and processes utilized to address various issues.
14. Coordinate mowing and maintenance of abated properties with City Superintendent and Assistant City Superintendent; help with manual labor as available.
15. Maintain animal shelter paperwork. Also, responsible for adoption, transfer, or disposal of any unclaimed animal. Must maintain thorough records of all animals that are housed in the shelter. Assist, if available, with trapping, chasing, and pickup of stray dogs and animals, including skunks.
16. Follow all safety procedures and practices.
17. Follow all City of Leoti policies and procedures.



MARGINAL FUNCTIONS:

- Checks building permits;
- Cleans abandoned property;
- Measures property lines within scope of reasonable limits;
- Learn the basic functions for City Hall in order to assist City Clerk and Deputy City Clerk. For example, be able to process payments from customers, have thorough knowledge of forms that are used, answer phones, etc.
- Performs other duties as deemed necessary or assigned by the Mayor and/or City Council.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

High School Diploma or GED is required. Prefer Bachelor's degree in engineering, business or public administration OR an equivalent combination of formal education and work experience. Possession of an appropriate, valid Driver's License is required; must maintain an insurable driving record.

WITHIN 12 MONTHS OF HIRE, THE SUCCESSFUL EMPLOYEE WILL BE PROFICIENT IN THE FOLLOWING AREAS:

- Knowledgeable of relevant federal, state, city and county codes, laws, rules
- Knowledgeable of regulations pertaining to building, zoning, environmental health, sanitation, nuisance and abatement
- Knowledgeable of principles, practices and techniques of building, zoning, environmental health, sanitation nuisance and abatement inspections
- Ability to identify unsanitary, unsafe, and/or hazardous conditions of property and premises
- Ability to resolve nonconforming conditions, code, and ordinance violations
- Obtain public cooperation in the establishment and maintenance of reasonable zoning, public and environmental health standards for public health safety
- Skill in safe and efficient use of measuring and inspection aids and tools utilized in performance of zoning inspections and environmental health inspections

EXPERIENCE:

2-5 years of related work experience.

SKILLS:

- Good oral and written communication skills
- Analytical skills
- Leadership skills
- Organizational skills
- Basic math and accounting concepts
- Computer software application skills
- Operational planning and scheduling

MENTAL REQUIREMENTS:

- Ability to read and comprehend City, state, and federal regulations
- Ability to analyze complex problems and recommend solutions
- Ability to work diligently and efficiently with minimal supervision
- Diplomacy and judgement
- Mechanical aptitude
- Ability to train and guide others
- Ability to recognize and protect confidential information
- Ability to read and understand site plans, blueprints, etc.
- Ability to analyze safety situations
- Alpha and numeric recognition
- Ability to prioritize work



PHYSICAL REQUIREMENTS:

- Ability to make and receive phone calls, use computer applications, and other communication systems
- Ability to travel and tour City project sites in adverse conditions to include but not limited to accident sites, construction sites, outdoor sites, remote sites, etc.
- Ability to sit and be attentive for extended periods of time
- Exposure to traffic noise and fumes
- Exposure to extreme environmental conditions
- Ability to distinguish colors.
- Ability to drive City vehicles
- Ability to lift 10 pounds and transport 25 feet
- Regularly lift up to and in excess of 40 pounds

**The preceding job description has been designed to indicate the general nature and level of work performed by employees with this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.*

X _____
Employee Signature

_____ Date