Code Enforcement (Part-time)

General Purpose of Position

Enforce the city codes and ordinances pertaining to residential properties.

Major Duties and Responsibilities
• Shall perform regularly scheduled exterior drive-by inspections of residential properties/buildings to determine compliance with City property maintenance codes and ordinances
• Shall perform non-scheduled, specific and emergency exterior field inspections of residential and commercial properties/buildings to determine compliance with City property maintenance codes and ordinances
• Shall issue notices and court summonses pertaining to code and ordinance violations
• Shall appear in court representing the City on court issues
• Monitor and tracking of dangerous buildings and structures and assist in the administration of the repair of said buildings and structures
• Shall respond to complaints from residents regarding code violations, mediate disputes and resolves neighborhood problems regarding code violations
• Shall prepare required reports, memos, notices and correspondence relating to these inspections and enforcement activities
• Shall perform all other related work as required

Requirements

Education and Experience
• Shall be a high school graduate, GED or equivalent
• Shall have two (2) years' experience in code enforcement or three (3) years of practical experience in construction or building maintenance preferred or equivalent experience/knowledge.

Licenses and Certifications
• Must have and maintain a valid driver's license

Knowledge, Skills and Abilities
• Must be capable of reading and interpreting ordinances and codes
• Must have good oral and written communication skill
• Must be able to communicate orally and in writing to property owners, City personnel, the courts and the general public
• Must be able to use a personal computer, iPad, copier, phone, sound meter, light meter, electrical tester and miscellaneous measuring devices
• 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.
• Majority of work is performed in the field and some work is performed in office.
• While performing the duties of this job, the employee is usually required to drive, see, stand, walk, use hands to finger, handle, feel, or operate objects, tools or controls, and reach with hands and arms
• Specific vision abilities in this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus
• The employee is occasionally required to sit, climb or balance, use a ladder, stoop, kneel, crouch, or crawl, talk or hear, and smell
• The employee must be able to drive an automobile
• The employee must occasionally lift and/or move up to 25 pounds

Benefits

• Salary: $22.13/hourly, maximum 20 hours/week.
• Accrue 3 hours sick leave/month