

Summary of Job Description

To perform code enforcement work involving the external environmental and physical condition of buildings and sites. To provide support services to the Code Enforcement Officer to ensure compliance with established standards and ordinances, codes, rules and regulations; to prepare correspondence, records and reports, and to perform related work as required.

Supervision received and exercised

The position is performed under the direction of the Code Enforcement Officer and the Director of Public Safety.

Requirements / Duties

An employee in this class may be called upon to do any or all of the following: (These examples do not include all of the tasks which an employee may be expected to perform.)

1. Perform a variety of field and office work in support of the City's local code enforcement program; investigate complaints pertaining to health and safety, blight, graffiti, and other matters of public concern.
2. Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of City codes and ordinances.
3. Conduct field investigations and inspect properties for violations
4. Maintain accurate documentation and case files on all investigations and other job related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; draw diagrams and illustrations and take photographs.
5. Prepare a variety of written reports, memos, and correspondence related to investigation activities.
6. Work under and in conjunction with the Code Enforcement Officer performing preliminary and follow up investigations.

Definitions

Public Nuisances: graffiti, collections of junk, trash, debris, garbage, rubbish and related materials, junked appliances or furniture, waste tires, dismantled, junked or wrecked motor vehicles, machinery, equipment or parts thereof, mattresses/beds, and the buildup of same types of junk that pose a hazard to the public's health, safety and welfare.

Blight Abatement: The enforcement and removal of all types of conditions that cause property values to decline.

Abandoned/Inoperative Vehicles: Abatement of any vehicles that do not operate, or any of their parts, that are kept on private property.

Summary of essential tasks

1. Must possess good vision, hearing and speech to be able to carry out paperwork and reports and to interact with the Code Enforcement Officer, Director, City Manager, and the public.
2. Must be able to type or computer input at least 30 WPM.
3. Must be able to operate a vehicle and have a valid driver's license.

Desirable qualifications for employment

- 1 .Ability to assist the Code Enforcement Officer, Director, or City Manager on a needed basis.
2. Ability to establish and maintain satisfactory working relationships with officials, employees and the general public.
3. Ability to make effective oral and written presentations.

Physical Requirements and Potential Hazards:

The following identifies the physical demands and potential hazards typically encountered in this position. The information is a necessary part to ensure compliance with the Americans with Disability Act (ADA).

Descriptions:

Not applicable:	Not required of the position
Non-Essential:	Requirement is present but is not essential to the position
Occasional:	Occasional (up to 33% of working time) yet essential to the position
Frequent:	Between 34% and 66% of working time.
Continuous:	Between 67% and 100% of working time.

ACTIVITY	NOT APPLICABLE	NOT ESSENTIAL	OCCASIONAL	FREQUENT	CONTINUOUS
Sitting				X	
Walking				X	
Standing				X	
Running			X		
Bending or Twisting				X	
Squatting or Kneeling				X	
Reaching Above Shoulder Level			X		
Climbing (i.e., ladders)			X		
Driving cars, light duty trucks				X	
Driving heavy duty vehicles	X				
Using foot controls	X				
Repetitive motion of hands and/or fingers				X	
Grasping with hand(s), gripping				X	
Lifting/carrying 10-15 pounds				X	
Lifting/carrying 26-50 pounds			X		
Carrying more than 50 pounds			X		
Pushing/pulling			X		
Work in or exposure to inclement weather			X		
Work in or exposure to cold weather			X		
Exposure to dust, chemicals and/or fumes			X		
Use of hazardous equipment	X				
Work at heights (reservoirs, etc.)			X		
Exposure to electrical current			X		
Seeing objects at a distance				X	
Seeing objects peripherally				X	
Seeing close work (i.e., typed material)					X
Distinguishing colors			X		
Hearing conversations and/or sounds					X
Hearing via radio or telephone					X
Communicating through speech					X
Communicating by writing and reading					X
Distinguishing odors by smell				X	
Exposure to aggressive/angry people			X		
Respiratory protection needs	X				

Exposure to work in confined spaces	X				
Other (specify)					