



JOB DESCRIPTION

Title: Code Compliance Officer

Department: Building Inspections

Reports to: Chief Building Inspector

Pay Grade: 52

Date Adopted: April 25, 2017

Previous Revision Date:

Last Revision Date:

Type: ☒ Full Time

☐ Part Time

FLSA: ☐ Exempt ☐ Salary

☒ Non Exempt ☒ Hourly

Union: ☒ Yes

☐ No

Job Summary:

Perform inspection of properties and buildings to assure compliance with zoning ordinances, nuisance codes, and other issues related to the health, safety, and welfare of the community.

Essential Functions:

1. Inspect and investigate code violations, complaints, substandard structures, property maintenance violations, junk motor vehicles, zoning violations, and nuisances.
2. Prepare, issue, and deliver notices.
3. Maintain and review files of code violations and complaints.
4. Prepare proper documentation for the City Attorney's office for further legal action.
5. File complaints/violations and appear in court as a witness; maintain department files, records, and documents.
6. Answer questions and conduct building inspections in the absence of Chief Building Inspector.
7. Maintain positive relations with the community.
8. Recognize and maintain confidential information.

9. Travel and tour properties in adverse conditions, to include but not limited to, burned buildings, accident sites, construction sites, outdoor sites, remote sites, interior and exterior building inspections, etc.
 10. Work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours) to communicate with subordinates, supervisors, customers, vendors, and any other persons or organization with whom interaction is required to accomplish work and employer goals.
 11. Be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
 12. Perform other work which is consistent with the essential functions of the job.
 13. Perform other duties as assigned.
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Education and Special License(s)/Certifications:

High school diploma or equivalent required.

Must possess a valid driver's license and maintain an insurable driving record.

Possession of an ICC Certification of the International Property Maintenance Code (IMPC) within six (6) months from date of hire.

Experience:

None

Skills:

1. Ability to communicate effectively in the English language, both in writing and orally.
 2. Ability to perform basic mathematical calculation.
 3. Ability to use a computer touch-screen and manual keyboard.
 4. Ability to make and receive phone calls.
 5. Good oral and written communication skills.
 6. Good analytical skills.
 7. Excellent customer service skills.
 8. Public Speaking/presentation skills.
 9. Project management skills.
 10. Time management skills.
 11. Facilitation skills
 12. Organizational skills.
 13. Competent in using the latest Microsoft Office including Word, and Excel.
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Mental Requirements:

1. Ability to work on several projects at once.
 2. Diplomacy and judgment.
 3. Mechanical aptitude.
 4. Ability to apply broad and general ideas or principals effectively to a particular problem.
 5. Ability to recognize and avoid potentially hazardous situations.
 6. Ability to comprehend laws and abstract concepts and apply to specific situations.
 7. Ability to properly conduct and document searches.
 8. Ability to organize facts and provide accurate testimony under stress.
 9. Ability to understand and apply legal standards in performance of duties.
 10. Ability to analyze situations and determine proper response.
 11. Ability to perform many functions simultaneously.
 12. Ability to recognize and remove health and safety hazards.
 13. Ability to make decisions under stress.
 14. Ability to exercise caution and control fear in potentially hazardous situations.
 15. Ability to adapt to different people, behaviors, and circumstances.
 16. Ability to maintain effective working relationships with co-workers, other City employees, and external contacts.
 17. Ability to work without immediate supervision.
 18. Ability to organize facts and accurately complete report, summons, and other forms.
 19. Ability to remain calm under stress and anger.
 20. Ability to understand legal standards.
 21. Ability to control anger and maintain professional demeanor.
 22. Ability to analyze and coordinate investigation of information to draw conclusive findings.
 23. Ability to evaluate alternative courses of action and select the most acceptable alternative and demonstrate common sense in handling field situations.
 24. Ability to identify the similarities and/or differences in information gathered from different sources.
 25. Ability to use judgment prior to initiating actions.
 26. Ability to retain and document various types of information.
 27. Ability to relate to other individuals of various ages, backgrounds, and circumstances.
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Physical Requirements:

1. Ability to make and receive phone calls.
 2. Hand and eye coordination adequate to input computer.
 3. Ability to sit and be attentive for extended periods of time.
 4. Ability to speak to an individual or group for an extended period of time.
 5. Be attentive for an extended period of time.
 6. Possess the visual stamina and acuity to observe persons, places and things both close up and at a distance.
 7. Ability to produce written reports, memorandums, field notes, and required forms.
 8. Ability to operate City vehicles.
 9. Mobility to travel to various City locations.
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Supervisory Responsibility (Direct and Indirect):

None

Disclaimer:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

Approved:

Tobias J. Tempelmeyer, City Administrator

April 25, 2017