

CODE ENFORCEMENT OFFICER

General Statement of Duties:

The Code Enforcement Officer performs responsible work in enforcing compliance with city, state, and national laws and ordinances pertaining to neighborhood and housing conditions, assists the Chief Building Inspector in enforcing building and construction codes, and performs related work as required. The Code Enforcement Officer also performs Health Inspection duties which include inspection of sanitary condition of various establishments ensuring compliance with health regulations and related Codes. Duties include primary and follow-up inspections of public establishments to insure compliance with Sanitary Codes.

Distinguished Features of the Class:

The Code Enforcement Officer works under the direction of the Planning Director and is responsible for identifying violations of municipal ordinances governing housing and neighborhood conditions and for enforcing those ordinances, for the inspection of new or renovated housing constructed under the city housing assistance program, for liaison with builders, for survey and identification of facilities in need of maintenance or repair, including street lights and vacant lots.

Examples of Work Performed: (Illustrative Only)

Inspect houses constructed or renovated with community development funds, meet with contractors and assist them in complying with all city requirements.

Prepare maps of the city indicating the location of vacant lots in need of mowing, street lights in need of maintenance, existence of outdoor privies and/or houses in need of indoor plumbing. Identify location of abandoned or junked cars and other vehicles or materials disposed of illegally. Identify location and condition of abandoned buildings.

Enforce municipal ordinances governing neighborhood and housing conditions by researching ownership of structures in violation, notifying owners of needed improvements, and issues citations, as may be necessary and files cases in Municipal Court, and represents those cases effectively.

Required Knowledge, Skills, and Abilities:

Some knowledge of the methods, materials and techniques related to the construction and ^{sp} ainspection of houses, knowledge of the City's streets, alleys and neighborhoods.

Ability to read and interpret plans, specifications, drawings, diagrams, and blueprints, ability to present facts and recommendations effectively orally and in writing, ability to learn pertinent ordinances within a reasonable time, ability to deal tactfully but firmly with property owners, contractors, and other municipal officials.

Acceptable Training and Experience:

Graduation from High School and three to five years work experience, preferably in housing

construction or related activity, or any combination of training and experience that provides the necessary knowledge, skills, and abilities.

Additional Requirements:

Possession of a valid driver's license.

Preference is given to Registered Code Enforcement Designation

Classification:

This position may or may not have an exempt status.

Working Conditions:

- **Environment:** Work is primarily outdoors, often in varying weather conditions.
- **Hours:** Typical work hours may vary and may include early mornings, evenings, weekends, and holidays.
- **Physical Demands:** This role requires regular physical activity, including lifting up to 50 pounds, standing, walking, bending, and working on uneven surfaces

This job description illustrates typical job duties and type of work that is customarily assigned and performed in this position. However, this job description does not represent every aspect of the job nor does it guarantee permanent employment, as all positions with the City of Mercedes are employment at will positions. Job descriptions are subject to periodic update. Immediate modifications may be made to include corrections on standard wages or salaries if necessary. The City reserves the right to change work assignments, work schedules and other aspects of a job. Official job descriptions are maintained and available from the Human Resources Department. The City of Mercedes is an Equal Employment Opportunity Employer