**CODE ENFORCEMENT OFFICER – PART-TIME**

**Position Overview**

**REQUIREMENTS**

**Preferred Experience**

* **Experience in customer service and/or municipal government preferred.**

**Education/Licenses**

* **High School Graduate**
* **Valid/Current Driver’s License**

**Technical Skills**

* **Complete physical and digital reporting.**
* **Use of email, phone, and digital cameras required.**

**Personal Skills**

* **Time management & Delegation**
* **Maintain organized case files.**
* **Maintain follow-up inspections in a manner consistent with code enforcement timeline.**

**Accountability**

* **Be accountable for all decisions in the course of duty**
* **Report incidents, events, activities and work tasks accurately and truthfully**

**Physical**

* **Lift at least 50 lbs.**
* **Be physically fit enough to perform daily duties**

The Code Enforcement Officer, under the supervision of the Chief of Police, with the assistance of the Municipal Court Clerk, shall be responsible for community beautification and the preservation of the public health, safety, and welfare through the consistent and proactive enforcement of City code related to tall grass and weed nuisances, inoperable vehicles, and other nuisances (trash/junk/rubbish) located on private property in the City.

**Position Duties**

Proactively Patrol the community and enforce adopted nuisance abatement codes.

Investigate violations pertaining to tall grass and weeds on private property and coordinate abatement with the property owner or designated abatement contractor or public works staff.

Investigate violations pertaining to inoperable vehicles and coordinate abatement of violating issues with the property owner.

Investigate violations pertaining to nuisances on private property including, but not limited to, trash, junk, rubbish, etc.; and coordinate abatement with the tenant and/or property owner or designated abatement contractor or public works staff.

Remove signs that are illegally placed within the public right-of-way.

Conduct field inspections in response to violation complaints issued and communicate with complainants and property owners as needed.

Issue notices of violation of nuisance codes and provide information in the time frame allowed for achieving compliance.

Follow up on violations to ensure they are corrected through voluntary compliance, abatement, or judicial action.

Answer questions and provide information to citizens pertaining to municipal code violations.

Provide case file information, logs, and other records related to inspection and enforcement activities, and ensure that appropriate evidence, such as field notes, photographs, and any statements are included, to the Municipal Court Clerk.

Appear to Municipal Court on the 2nd Tuesday of the month at 4:00pm, when requested by the City Attorney and/or Municipal Court Clerk.