



Code Enforcement Officer / Permit Technician

Key Facts

Department: Community Development **Reports To:** Community Development Director
Salary Range: \$53,310- \$74,610 **FLSA:** Non-Exempt
Schedule: 8:00 a.m. – 5:00 p.m. Monday - Friday, with occasional hours outside these times.
Must attend Municipal Court meetings on the first and third Thursday of each month, as needed.

Summary

The Code Enforcement Officer / Permit Technician serves as the primary contact for zoning, subdivision, and property maintenance code complaints and enforcement. This position supports business license enforcement, processes building permit inquiries, and assists with general administrative functions for the Community Development Department. The role includes conducting inspections, maintaining compliance records, and providing excellent customer service.

Essential Job Functions

- Investigate and document zoning, subdivision, and property maintenance code violations.
- Issue notices, set compliance deadlines, and ensure proper resolution of violations.
- Inspect and remove temporary sign violations from city rights-of-way.
- Process permits, licenses, and maintain detailed records of compliance actions.
- Coordinate enforcement efforts with city staff, police, court personnel, and legal counsel.
- Promote code compliance through public outreach and education.
- Attend court hearings to provide testimony on violation cases.
- Support administrative functions, including answering inquiries, maintaining records, and preparing reports.

Minimum Qualifications – you must meet these requirements to be considered for the job.

- High school diploma or equivalent; college coursework or certification preferred.
- Valid driver's license.
- Proficiency with Microsoft Office Suite; typing speed of 40 words per minute.
- Prior experience in code enforcement or similar field preferred.
- Ability to obtain a Code Enforcement Officer certification within one year of hire.

Knowledge, Skills and Abilities (KSAs) which may be representative, but not all-inclusive of those commonly associated with this position.

- Knowledge of municipal codes, zoning regulations, and enforcement procedures.
- Ability to interpret and apply laws, codes, and ordinances to field inspections.
- Strong communication skills, both verbal and written, for reports and court testimony.
- Proficiency in research, record-keeping, and administrative functions.
- Ability to work independently and manage multiple tasks in a dynamic environment.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Office setting with regular outdoor site visits.
- Use of standard office equipment and vehicles for fieldwork.
- Exposure to weather conditions during inspections.

Physical Abilities that are commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Ability to perform light to moderate physical tasks, including walking, standing, and occasional lifting of up to 25 pounds.
- Ability to operate a motor vehicle safely for on-site inspections.
- Work includes both office tasks and outdoor inspections, sometimes in adverse weather conditions.

The City of Parkville is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All employment is decided on qualifications, merit, and business need. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. These duties may be modified, as required, by applicable federal and state laws.