

CITY OF PARKVILLE JOB DESCRIPTION

Code Enforcement Officer

Title: Code Enforcement Officer

FLSA Status: Part-time, Non-Exempt

Supervisor: Community Development Dir.

Schedule: 24 hours per week scheduled between 8:00 am – 5:00 pm, Monday – Friday, with hours outside these times as needed. Must be available to attend Municipal Court meetings on the first & third Thursday of each month as needed (Probation docket and Plea docket starts at 4:30 p.m.; Regular docket starts at 5:30 p.m.).

Salary Range: \$16.55-\$23.33 per hour

Department: Community Dev. Department

This description represents a body of work typically performed in this position, but does not necessarily represent all of the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

General statement of main duties: The Code Enforcement Officer serves as the primary customer service contact for zoning, subdivision and property maintenance code complaints and enforcement. The Code Enforcement Officer will routinely inspect properties within the City for code compliance, respond to code complaints, and take necessary actions to enforce the City's zoning, subdivision and property maintenance codes. The Code Enforcement Officer, with support of other department staff, will follow all applicable laws and restrictions, adequately document violations, notify appropriate parties, issue and/or post notices and orders, set reasonable deadlines and conditions for compliance, inspect properties following those deadlines, prepare summaries, evidence, and statements of probable cause, work with city staff, the police department, court staff, prosecutor, the municipal judge and others, and all other duties as necessary to enforce the City's zoning, subdivision and property maintenance codes. The Code Enforcement Officer, with the support of the Building Official, Director and other department staff, shall help promote code compliance through the City webpage, social media, periodic updates to the Board of Aldermen, and coordination with partner jurisdictions and entities, neighborhood and business associations, and others. The Code Enforcement Officer will maintain related official records and will complete other duties as assigned.

Minimum Qualifications: The Code Enforcement Officer shall have a high school diploma, or equivalent, with experience in Microsoft Word, Excel and Outlook and ability to type at least 40 words per minute. The Code Enforcement Officer must be: Self-motivated; highly organized; have an ability to learn quickly; have excellent clerical, written and verbal communication and customer service skills; be objective, fair, and impartial, and have excellent follow through in a timely manner enforcing the provisions of the city's zoning, subdivision and property maintenance code. Some college or a college degree and prior experience with code enforcement are preferred. Certification credentials by the International Code Council (ICC), American Association of Code Enforcement (AACE), or any other approved organization as a Code Enforcement Officer is strongly preferred. If applicant does not possess desired certification credentials at time of hire, ability to obtain certification credentials through ICC, AACE or other approved organization as a Code Enforcement Officer within one year of hiring is required. The Code Enforcement Officer must possess a valid driver's license.

Essential Job Functions:

1. File and maintain electronic and printed records (daily)
2. Communicate progress with the Director (daily)
3. Attend Municipal Court meetings on the first & third Thursdays of each month in the Courtroom at City Hall (as needed)
4. Research topics and issues and prepare summaries as directed. (as needed)
5. Assist with drafting staff reports, policy reports, ordinances, minutes and other department reports (as needed)
6. Respond to questions and complaints regarding zoning, subdivision and property maintenance code violations (as received)
7. Inspect properties throughout the City for zoning, subdivision and property maintenance code violations (on a regular schedule covering all properties within the City at least once annually)
8. Inspect all streets and highways within the City for temporary sign violations and document and remove those signs as appropriate (weekly)
9. Inspect properties where violations are found or reported (as needed)
10. Document found or reported violations (as needed)
11. Research and notify property owners, building owners, business owners, tenants, agents and other associated parties as appropriate as to the violation, required mitigation and conditions, orders, deadlines, and consequences (as needed)
12. Post, mail, publish required notices of violations as required (as needed)
13. Re-inspect violations to determine compliance and document the same (as needed)
14. Prepared subsequent notices, orders, statements of probable cause, evidence, and summaries as necessary to enforce the codes (as needed)
15. Work with city staff, the police department, court staff, prosecutor, the municipal judge and others as necessary to enforce the codes (as needed)
16. Attend court and testify regarding code cases (as needed)
17. Work with the Community Development Director to promote code compliance through the City webpage, social media, newsletters, updates to the Director, and coordination with partner jurisdictions and entities, neighborhood and business associations, and others (routinely)
18. Assist the Community Development Director and department staff in reviewing the zoning, subdivision and property maintenance codes and identifying needed clarification, modification or changes as necessary to properly enforce these codes (as needed)
19. Maintain electronic and printed records of best available information, markings, photographs, evidence and other records as necessary to adequately demonstrate compliance and address disputes (as needed)
20. Attend and participate in department, City and outside training and education as necessary to obtain and maintain the skills necessary to perform essential job duties (as approved)
21. Perform other related duties as assigned (as needed)

Primary Responsibilities:

- Communicate effectively with the Director, department employees, prosecuting attorney, municipal court staff and members of the public.
- Perform inspections as necessary to enforce the City's zoning, subdivision and property maintenance codes.
- Respond to inquiries, complaints and requests in an objective, fair and impartial manner.
- Investigate complaints and mediate resolutions in a timely and tactful manner.
- Prepare accurate and detailed documentation of investigation findings, and issue notices of violations, statements of probable cause and other communications as necessary for code enforcement.

- Maintain complex logs, records and files.
- Work with the police, municipal court staff, city prosecutor, and other city staff as necessary to prosecute and mitigation code violations.
- Perform related work and special assignments at the direction of the Director.

Required Knowledge, Skills and Abilities:

- Ability to read, comprehend and apply City codes and regulations to ensure compliance.
- Ability to work independently, as necessary.
- Ability to follow and complete written and verbal assignments and to report updates as appropriate; including preparing clear and concise reports.
- Ability to make oral presentations and testify in Municipal Court.
- Strong writing and communication skills. Ability to produce grammatically correct and factual written reports, records and correspondence.
- Skill in researching, analyzing and interpreting written material, maps, drawings, photographs, codes, ordinances, regulations and other similar materials related to zoning, nuisance abatement, and health and safety issues.
- Knowledge of pertinent codes, ordinances, laws and regulations pertaining to zoning, nuisance abatement, property maintenance, building, health and safety, and related areas.
- Knowledge of procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations.
- Knowledge of legal actions applicable to code enforcement compliance.
- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness with the public, department employees and other City officials.
- Ability to multi-task and perform with evolving priorities.
- Physical and technical ability to safely operate a motor vehicle, and other equipment requirement to perform the job duties.

Work Environment and Equipment Utilized: Standard office equipment is utilized routinely in the job and the work is performed in a typical office environment with adequate lighting, ventilation and temperature controls. A city vehicle is utilized routinely in the job and some duties are required to be performed outside the office, exposing the position to weather, in some cases including inclement weather conditions.

Employee Signature/Date

Supervisor Signature/Date

City Administrator Signature/Date

Finance/HR Director Signature/Date