



Job Title:	Code Enforcement Officer
Reports To:	Building Codes Director
Terms of Employment	12 Months
Hours Work	8:00-4:30

Job Summary:

To investigate code violations, issue letters of abatement and violation warnings, patrol the City looking for violations, and oversee Storm Water management and OSHA compliance for the City.

Essential Functions:

To enforce ordinances, specific state law sections and the International Property Maintenance Code.

This includes the following:

- Respond to citizen’s complaints of code violations
- Inspect and investigate potential violations of City codes and other laws which have been reported to determine if a violation has occurred
- Proactively patrol and survey locations for code violations during the course of duties
- Research land ownership records, permit records and past or current code violations using the computer
- Prepare a descriptive summary report on conditions and findings regarding each case investigation to document potential violations for case presentation
- Prepare notices of violation to be sent or served directly upon violators after inspection; communicate with alleged violators regarding findings, the process they will be involved in and the resolution of the violation
- Re-inspect violations for compliance, issue citations and notices to appear and prepares reports as necessary
- Appear in court or other judicial proceedings to submit evidence and case summaries for the enforcement/prosecution of infractions of codes, ordinances and/or laws
- Work in compliance with other departments that are engaged in code compliance tasks (i.e., Building Inspector, Public Works, Storm Water, Fire Codes, etc.)
- Maintain communication for establishing coordination with other departments/agencies relevant to code enforcement activities
- Perform data entry in computer as necessary
- Maintain cleanliness of assigned vehicle and equipment
- Perform other duties as assigned
- Procurement of materials
- Courtroom procedures
- Yard Cutting, weed eating and construction as required
- Selling and plotting of Cemetery plots

Skills and Abilities:

- Testify in court
- Work under adverse conditions
- Work and adapt to hostile situations
- Understand and interpret the ordinances, laws and regulations
- Use radios and other communications equipment

- Use equipment properly
- Work as a team member with other employees
- Complete paperwork with specified time restraints
- Communicate effectively with the residents, elected officials, other City employees, contractors, etc. both oral and written
- Maintain confidentiality
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow department and City procedures
- Operate a telephone, fax, copy machine, computer, digital camera and vehicle.
- Knowledge of Microsoft Word and Excel

Job Context:

- The Code Enforcement Officer is a full-time, permanent position in the Code Department. The immediate supervisor for this position is the Building Official.
- The person in this position is supervised on a daily basis and has no supervisory responsibilities. The person in this position works regularly scheduled hours that may include evenings and weekends and may require seasonal schedule changes. The majority of scheduled work time is outdoors.
- **The person in this position will be required to become a certified building inspector. The City will pay fees associated with classes and examinations.**
- There is possible exposure to chemicals and/or hazardous materials on a periodic basis.

Minimum Requirements:

- High school diploma or equivalent
- Valid Tennessee driver's license or equivalent
- Pass drug screen test
- Pass criminal background investigation
- Mathematical skills, including addition, subtraction, division and multiplication
- Ability to read, analyze and interpret legal documents and governmental regulations
- Ability to respond to common inquiries or complaints from the general public in a professional and courteous manner
- Ability to effectively speak and present information when necessary
- Work daytime, evening and weekend hours as needed
- Able to handle moderate stress

Knowledge Preferred:

- Familiarity with specialties within the department
- City ordinances and state laws relevant to code enforcement
- International Property Maintenance Code
- Departmental rank structure
- OSHA standards and regulations concerning employee safety
- General functions and operations of municipal government