

JOB DESCRIPTION



JOB TITLE:	Code Enforcement Officer
CLASSIFICATION:	GRADE: 100 FLSA: Non-Exempt, Part-Time
DEPARTMENT:	Community Development
SUPERVISOR:	Community Development Director

SUMMARY

Under general supervision, personably performs a variety of technical duties in support of the City's local code enforcement program including monitoring and enforcing a variety of applicable ordinances, codes, and zoning, land use, and nuisance regulations.

ESSENTIAL DUTIES

- Responds to City Code violations complaints from the general public and answers questions related to City code enforcement activities by researching, interpreting and explaining policies and regulations; analyzes, recommends and communicates appropriate solutions to problems; addresses customer complaints and schedules site visits
- Investigates complaints of violations of local ordinances to verify or dismiss complaints.
- Initiates landowner notice upon verified complaint, issues compliance orders and performs follow-up inspections to ensure corrections are made.
- Issues administrative citations and/or coordinates abatement as appropriate
- Confers and coordinates with other public and private agencies and City departments on the investigation of violations across agency boundaries.
- Responds to public inquiries and public nuisance abatement complaints
- Deals effectively, courteously and productively with angry and upset customers.
- Acts as a representative of the City in community and official meetings with other City departments, organizations and professional groups on code enforcement matters.
- Prepares and maintains case files.
- Attends industry training seminars and classes.

OTHER DUTIES

Performs other duties and related work as required or assigned by the Community Development Director.

MINIMUM QUALIFICATIONS

Education and Experience

- High School Diploma or GED
- A valid Class D Minnesota driver's license

Knowledge, Skills and Abilities

- Strong verbal and written communication skills for interacting with the public, city officials, and business owners. Ability to explain code violations clearly and effectively.
- Ability to resolve disputes between property owners, residents, and other stakeholders. Skilled in de-escalating situations and negotiating compliance in a calm manner.
- Strong observational and analytical skills to identify code violations, assess the severity of issues, and document findings accurately.
- Ability to assess situations and determine appropriate actions for ensuring compliance with city codes. Able to develop strategies for enforcing ordinances effectively and fairly.
- Capable of making sound decisions in situations where multiple factors need to be considered, balancing enforcement with fairness and city goals.
- Ability to conduct field inspections, often walking or driving in various weather conditions, and managing inspections of large properties or buildings.
- Ability to adjust to changes in municipal codes, new technologies, or evolving city priorities while maintaining high standards for enforcement.

PREFERRED QUALIFICATIONS

Education and Experience

- Undergraduate coursework in Planning, Urban Studies or similar field or study
- Local municipal work

Knowledge, Skills and Abilities

- Proficient with various office software, including databases for tracking violations and enforcement actions, and tools necessary for conducting inspections (e.g., measuring devices, cameras, etc.).
- Knowledge of local zoning laws, safety codes, and other municipal ordinances governing construction, property maintenance, environmental regulations, and public safety.
- Knowledge of standard procedures for conducting inspections of residential and commercial properties to ensure compliance with local codes and ordinances.

- Working knowledge of legal principles related to code enforcement, including the ability to interpret and apply laws, rules, and regulations governing code enforcement activities.

PHYSICAL DEMANDS

- Speak, read, write and understand English
- Hearing normal or corrected to normal
- Eyesight 20/40 or corrected to 20/40. May entail distance vision, color vision, peripheral vision, and depth perception
- Stand, walk, bend, stoop, squat, crouch, kneel, balance or reach as required
- Sit with limited periodic activity
- Employee must occasionally lift and/or move up to 30 pounds

WORKING CONDITIONS

While performing the duties of this job, the employee frequently works in outside weather condition