

# Code Enforcement & Zoning Officer

## Full-time position

### Qualifications

- Outstanding customer service skills required
- Possession of valid driver's license and good driving record
- Must agree to background check and drug testing
- Ability to learn City codes, ordinances, laws, and regulations pertaining to health and safety
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Must have good written and oral communication skills
- Ability to write routine reports and correspondence
- Ability to speak effectively with citizens and groups of people
- Ability to utilize MS Office software
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to deal with problems involving several concrete variables in standardized situations
- Ability to interpret and apply State and local policies, procedures, laws, and regulations
- Ability to enforce pertinent codes, ordinances, laws and regulations with impartiality and efficiency
- Knowledgeable in the principals, practices, methods, and techniques of code violation investigation and enforcement
- Ability to work independently in the absence of supervision
- Ability to use a two-way radio
- Ability to learn required software to complete criminal justice database research and complete police reports
- While performing the duties of this job, the employee is regularly required to stand; walk; use hands; reach with hands and arms; and talk or hear
- The employee must occasionally lift and/or move up to 50 pounds
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus

### Responsibilities

- Develops a partnership with citizens to collaboratively identify and solve problems
- Focuses on developing relationships with community members for education
- In a non-sworn capacity, to support various operations in the Police Department; Investigate potential violations and enforce municipal and state codes, ordinances, and regulations related to nuisance abatement, animal control, parking, and zoning code violations
- May also assist Patrol with non-criminal reports, traffic direction, and general crime prevention
- Conducts proactive patrol on Town streets, open space, parks, and trails
- Enforces Park rules and regulations
- Investigates complaints of violations of local and state nuisance abatement laws, ordinances, or codes; conducts follow-up investigations to ensure compliance with codes or ordinances
- Responds to dog related calls
- Inspects establishments housing or exhibiting animals to ascertain compliance with humane laws

- Patrols Town limit areas on foot or in a vehicle to enforce parking and related traffic ordinances
- Impounds abandoned vehicles; conducts research and contacts vehicle owners; coordinates impound activities with towing companies; issues abandonment summons
- Assists the public by providing directions and responding to questions and inquiries
- Reports needed street and sign repairs, traffic accidents, and other occurrences to department staff
- Provides information and education to violators and the public regarding codes, laws, and ordinances
- Informs persons perpetrating inhumane acts of laws and penalties for violations
- Observes areas of alleged violations and interviews available witnesses to determine if laws are being violated
- Reports violators to police or requests police to arrest violators
- Maintains accurate records related to citations and violations; prepares a variety of written reports, memos, and correspondence
- Takes photos and collects evidence pertaining to appropriate violations
- Testifies in court as required
- Recommends revisions to City codes and ordinances
- Assists sworn staff in general law enforcement activities such as traffic and crime scene control
- Assists administrative staff in zoning inquiries and enforcement activities
- Performs inspections to close out zoning and code related permits
- Investigates the ownership of local property for purposes of code enforcement
- Other duties may be assigned
- While performing the duties of this job, the employee will work in both an office setting and outside, regularly exposed to outside weather conditions
- The employee is occasionally exposed to fumes or airborne particles and will be provided with the appropriate Personal Protection Equipment
- The employee is regularly exposed to a variety of animals including snakes, wildlife, dogs, and cats
- Must be available for some weekend hours

#### Compensation

- Starting Pay Range is \$23 - \$28 per hour or negotiated based on previous experience.
- Benefits:
  - Health, Dental, and Vision Insurance
  - Vacation, Sick, and Holiday Pay
  - Recreation Center Pass