

CODE ENFORCEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS:

This work involves responsibility for inspecting dwelling units and property within the municipality to determine and secure compliance with codes and ordinances on building standards. Work is performed according to an established routine under the general supervision of administrative or supervisory personnel. Supervision of others is not normally a function of the class.

TYPICAL WORK ACTIVITIES:

1. Enters dwelling units and property and inspects heating, lighting, ventilating and sanitary facilities, etc.;
2. Completes checklists to ensure standards are met;
3. Issues and orders corrections and improvements on unsafe or hazardous conditions;
4. Investigates complaints made by the public about possible violations;
5. Maintains records and issues reports of inspection activities;
6. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of inspection techniques; working knowledge of housing standards or other pertinent codes or ordinances; working knowledge of the geography of the municipality; ability to establish and maintain cooperative relationships with public officials, property owners and the general public; ability to keep accurate records; good powers of observation; tact; courtesy; honesty; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of high school equivalency and two years of full-time paid work experience.

NOTE: College education may be substituted for work experience on a year for year basis (30 credits equal to one year).

SPECIAL REQUIREMENT:

Possession of a valid driver's license at time of appointment.

CE6404

ADOPTED: 12/15/94

REVISED: 01/30/98 02/02/01 09/02/03