

Code Enforcement Officer

Reports to: Deputy Chief of Operations

Status: Non-Exempt FLSA, Full-Time

Performs a variety of routine and complex work in the interpretation and enforcement of adopted codes (ordinances), related rules and regulations including interpretation and application of state and local codes through on-site inspections and observations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- o Manages the day-to-day activities of code enforcement;
- o Performs inspections, and related duties in the specialized field of residential and nonresidential site inspections such as structural, mechanical, plumbing, electrical, and/or fire and ensures compliance with applicable federal, state and local (i.e. town) laws and building codes;
- o Investigates, prepares and develops reports, administrative warrants, and probable cause documents with respect to code compliance to the Municipal Court or the Town Manager.
- o Assists in the coordination of code compliance with the Street Department, Fire Department and Building Commissioner and other agencies as required.
- o Reviews properties for compliance with applicable laws.
- o Proactively and when directed investigates, processes and monitors municipal code violations and achieves compliance;
- o Inspects and documents unsafe property conditions as directed and reports/coordinates findings to all applicable Town Departments.
- o Inspects and reviews compliance with zoning and land use policies and applies knowledge of zoning codes and ordinances;
- o Enforces Town Ordinances and codes relating to registration of Alarm Companies, and Business licensing and their operations.
- o Resolves disputes about the application and interpretation of municipal codes;
- o Compliance and enforcement of Town Landlord/Rental Registration Ordinance and related provisions.
- o Creates detailed and specific reports and other documentation necessary to establish an accurate record of job related activities;
- o All other duties as assigned.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- (A) Thorough knowledge of State Codes and local ordinances pertinent to the Code Compliance Department, inspections, site review, zoning and related essential functions;
- (B) Knowledge of the records and reports required in the Code Enforcement Department;
- (C) Ability to create reports and document process involved with the duties of the position;
- (D) Ability to work outside of normal business hours including evening meetings and court. Ability to work a flexible work schedule based on the department's work activities;
- (E) Ability to learn applicable laws, ordinances, and department rules and regulations. Ability to communicate effectively orally and in writing. Ability to work effectively with other departments, officials, stakeholders, business representatives, employees, contractors, and the general public;
- (F) Ability to exercise sound judgment in evaluating situations and in making decisions. Ability to follow verbal and written instructions. Ability to meet the special requirements listed below. Ability to learn the town's geography.
- (G) Ability to analyze the effectiveness of the department and correlate its development with changing conditions of the Town;
- (H) Ability to work independently and take initiative.
- (I) Ability to use and apply general technical skills including the usage of the Town computer systems.
- (J) Ability to hold or obtain a valid State Driver's license,

Applications: If you are interested in the Code Enforcement Officer position, please email Nikki Parker, nparker@speedwayin.gov with a copy of your resume and cover letter. We will be accepting applications until November 15, 2023 or the position is filled.