



## Position Description

<b>Job Title</b>	Code Compliance Officer
<b>Department</b>	Community and Economic Development
<b>Employment Status</b>	Part time
<b>Exempt/Non Exempt Status</b>	Nonexempt

### Scope of Work

This is responsible technical and field investigation work involving the monitoring and enforcement of the City's Code Compliance program. Responsibilities include conducting field investigations involving violations of municipal codes, ordinances and regulations, reporting on and tracking violations and enforcement activities, and assisting residents with compliance.

### Supervision

<b>Received</b>	Director of Community and Economic Development
<b>Exercised</b>	None

**Essential Job Functions** The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Investigates complaints of public nuisances such as junk cars, excessive trash in yards, overgrown grasses and weeds, snow removal and other possible violations of City codes, zoning ordinances, and other laws and regulations.
- Issues courtesy notices, notices of violation, citations, correction notices and stop work orders to ensure compliance.
- Conducts follow-up investigations to ensure compliance with applicable codes and ordinances.
- Timely reports on and tracks code violations and enforcement activities from the field.
- Prepares and maintains accurate records, reports and correspondence related to all violations and enforcement activities.
- Prepares documentation for submission to the City attorney to file complaint for noncompliance.

- Provides information to violators, the general public and the business community regarding codes, laws and ordinances; responds to complaints and inquiries.
- Undertakes ongoing field investigations to proactively maintain compliance with applicable codes, ordinances and regulations.
- Provides effective and efficient customer service and promotes and maintains responsive community relations.

**Other Job Functions**

- Performs related duties as assigned.

**Requirements of Work**

Graduation from a two-year college or university program with an Associate’s Degree and courses in property maintenance codes, supplemented by at least 2 years of experience in police work and/or code enforcement; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

<b>Knowledge of</b>	<ul style="list-style-type: none"> <li>• Relevant municipal laws, regulations, ordinances and codes relating to health and safety standards, public nuisances, property requirements and restrictions, etc. preferred.</li> <li>• The principles, practices, methods and techniques of code violation investigations and enforcement.</li> <li>• General office procedures and the use of standard office and field equipment, including computers and relevant software programs.</li> <li>• Operational hazards and means of taking precautionary measures to avoid.</li> <li>• City services available to assist with Code compliance.</li> <li>• Business English (grammar, punctuation, spelling, format and tone.)</li> </ul>
<b>Ability to</b>	<ul style="list-style-type: none"> <li>• Understand, interpret and enforce applicable codes, ordinances and regulations.</li> <li>• Conduct independent investigations of assigned cases and issues, coordinating with other City departments and related agencies as necessary.</li> <li>• Report on and track code violations and enforcement activities from the field through a web based/cloud supported software system.</li> <li>• Multitask, prioritize workload and meet established deadlines.</li> <li>• Communicate effectively, both orally and in writing.</li> <li>• Establish and maintain effective working relationships with supervisors, coworkers, and the general public.</li> <li>• Diffuse difficult situations, particularly with residents, and resolve conflicts in a positive manner.</li> <li>• Perform job duties under varying and sometimes unpleasant weather conditions.</li> </ul>
<b>Skill in</b>	<ul style="list-style-type: none"> <li>• The use of computers, peripheral equipment and software programs related to the performance of the essential job functions.</li> <li>• Oral and written communications.</li> <li>• Public relations and customer service.</li> </ul>

**Necessary Special Requirements**

Possession of a valid Wisconsin driver's license.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly outdoors and sometimes in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office and field equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The employee will frequently be exposed to outdoor weather conditions and extremes such as heat, cold, wetness and humidity; also to dust, odors, noise and toxic agents.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; smell; use hands and fingers to handle, feel, or operate objects, tools, or controls, and reach with hands and arms.
- The employee is may occasionally be required to climb or balance, stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 25 pounds.