

CITY OF BELLEFONTAINE NEIGHBORS, MISSOURI

POSITION TITLE: Code enforcement officer/inspector

FLSA STATUS: Non-Exempt

Job Summary- Purpose of Position The code enforcement officer investigates code violations, issues letters of abatement, violation warnings, and patrols the city looking for violations.

Major Duties and Responsibilities -Enforce ordinances, specific state law sections and the international property maintenance code.

- Respond to citizen's complaints of code violations.
- Inspects and investigates potential violations of city codes and other laws which have been reported to determine if a violation has occurred.
- Proactively patrols and survey's locations for code violations during the course of duties.
- Research land ownership records, permitting records and past or current code violations using computer.
- Prepares a descriptive summary report on conditions and findings regarding each case investigation to document potential violations for case preparation.
- Prepares notices of violation to be sent or served directly upon violators after inspection; communicates with alleged violators regarding findings, the process they will be involved in, and the resolution of the violation.
- Re-inspects violations for compliance, issues citations and notices to appear, and prepares reports as necessary.
- Appears in court or other judicial proceedings to submit evidence and case summaries for the enforcement/prosecution of criminal infractions of codes, ordinances and/or laws.
- Works in compliance with other departments that are engaged in code compliance tasks. (i.e., building inspector, public works, storm water, fire codes, etc.) Maintains communications for establishing coordination with other departments/agencies relevant to code enforcement activities.
- Performs data entry in computer as necessary.
- Maintains cleanliness of assigned vehicle and equipment.
- Performs other duties as assigned. Code enforcement officer job description. The person in this position works regularly scheduled hours that may include evenings and weekends and may require seasonal schedule changes. The majority of scheduled work time is outdoors.

There is possible exposure to chemicals and/or hazardous materials on a periodic basis. The stress level associated with this position is moderate. Physical work involved with this position includes those activities required for investigation and enforcement of code violations. Knowledge, skills and abilities.

Minimum Requirements:

- High school diploma or equivalent
- Valid Missouri Driver's License or equivalent
- ***ICC Zoning, Property Maintenance, & residential housing inspector certification***

- Pass drug screen test. · Pass criminal background investigation.
- Mathematical skills, including addition, subtraction, division, and multiplication.
- Ability to read, analyze, and interpret legal documents and governmental regulations.
- Ability to respond to common inquiries or complaints from the general public in a professional and courteous manner.
- Ability to effectively speak and present information when necessary.
- Work, day, evening and weekend hours.

Knowledge:

- Familiarity with specialties within the department
- City ordinances and state laws relevant to code enforcement.
- International property maintenance code
- Departmental rank structure
- OSHA standards and regulations concerning employee safety
- General functions and operations of municipal government Code enforcement officer job description
- Procurement of materials

Courtroom Procedures Skills and Abilities:

- Testify in court
- Work under adverse conditions
- Work and adapt to hostile situations
- Understand and interpret the ordinances, laws and regulations · Use radios and other communications equipment
- Use equipment properly
- Work as a team member with other employees
- Complete paperwork with specified time restraints
- Communicate effectively with the residents, elected officials, other City employees, contractors, etc., both oral and written
- Maintain confidentiality
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Follow departmental and City procedures · Operate a telephone, fax, copy machine, computer, digital camera and vehicle

The City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Job Type: Full-time

Pay: \$21.00-26.00 per hour

Benefits: 457(b), Bereavement leave, Dental insurance, Employee assistance program, Health insurance, Life insurance, Paid time off, Professional development Assistance, Retirement plan, Vision insurance,

Schedule: 8-hour shift