



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Code Enforcement Officer

Department: Police
Date Established: 3/2014

Reports to: Sergeant
Date Revised: 12/2017

Pay Grade: H09
FLSA Status: Non-Exempt

CLASSIFICATION SUMMARY

The Code Enforcement Officer administers and enforces City codes and ordinances through investigation, education and enforcement action. Pertinent codes including zoning, housing, signs, noise, public safety, sanitation, property maintenance, and nuisance violations. The job receives records and responds to complaints through field inspections and documentation of code violations.

The job requires attention to detail, ability to work independently exercising judgment and initiative, and knowledge of City ordinances. The job also requires excellent communication skills, good organizational and clerical skills, and the ability to write and maintain detailed documentation on violations. The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment is an office and outdoor environment that includes exposure to adverse weather conditions. The Code Enforcement Officer may be faced with angry persons and/or confrontation situations. The noise level is generally moderate.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Administers and enforces City codes and ordinances including, but not limited to, zoning, housing, land use, signs, noise, public safety, sanitation, property maintenance, and nuisance violations. Receives records and responds to complaints performing field inspections and documenting code violations. Prepares and maintains case files on violations including written reports, photos, documents, research, letters and notifications, personal contacts, enforcement actions, and related information. Brings property into compliance through education, abatement, and civil or criminal prosecution, as needed. Performs re-inspections to ensure continuing compliance.

Performs investigations to determine land ownership, actual and/or permitted use, occupation, zoning, and related factors. Prepares cases for civil and/or criminal adjudication. Attends court and testifies on violations, as needed. Maintains records and documentation, case files, and database of inspections, re-inspections, complaints, violations, enforcement, affidavits, compliance, and related enforcement actions.

Answers questions and provides information to educate the public on City codes, regulations, and ordinances. Prepares and distributes information to the public and media on code and enforcement issues.

Maintains confidentiality and security of information and records.

Researches, drafts, prepares, recommends and participates with City personnel on revisions for city codes and ordinances. Participates in recommending, developing and administering policies, procedures and projects to ensure efficient and effective code enforcement activities.

Records information and prepares detailed police reports and investigative findings with clearly organized thoughts, using proper sentence construction, punctuation and grammar. Impartially addresses violations, applying independent judgment and decision-making. Works with minimal supervision to discharge a large caseload by organizing and prioritizing daily activities.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

Knowledge of:

- City, state, and other applicable codes, ordinances, regulations, and standards;
- Methods, techniques, and objectives of performing inspections and investigations;
- Constitutional regulations and requirements for court evidence collection and documentation;
- Customer service methods, techniques, and objectives;
- Civil and criminal court processes and legal terminology;
- Physical layout, locations, and geography of the City;
- Operation of basic office equipment including a personal computer and job-related software applications;
- Federal regulations and City policies regarding safe work practices.

Skill and Ability to:

- Enforce City codes and ordinances;
- Perform field inspections, respond to complaints, and document code violations;
- Perform investigations to determine land ownership, responsible party information, actual and/or permitted use, occupation, zoning, and related factors;
- Prepare for and attend civil and/or criminal cases related to code violations;
- Maintain records and documentation;
- Answer questions and provide information to the public on City codes, regulations, and ordinances;
- Maintain confidentiality and security of information and records;
- Prepare, present and distribute information to the public and media on code and enforcement issues;
- Operate a motor vehicle;
- Operate a two-way radio;
- Operate basic office equipment including a personal computer and job-related software applications;
- Perform duties accurately and efficiently under time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other city employees, and the public;
- Maintain a professional demeanor at all times, including in situations where persons are angry, upset, or confrontational;
- Respond to situation firmly, courteously, tactfully and with respect for the rights of others;
- Communicate effectively, both orally and in writing, in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED required;
- Associates or Bachelor's degree in criminology, criminal justice, or a related field is preferred;
- Idaho state driver's license required;
- Successful completion of Police Department background check, CVSA and drug screening is required;

- One (1) to two (2) years' experience in public contact work of an investigative or enforcement nature.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to handle materials, keyboard or type, reach with hands and arms, operate job-related office equipment, and operate a motor vehicle. The employee must occasionally lift and/or move up to 25 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.