



VACANCY ANNOUNCEMENT

Job Title: Code Enforcement Officer
Open Date: April 5, 2024
Closing Date: April 21, 2024 at 11:59 p.m.
Salary: 42,678.61 - \$45,844.13 annually depending on experience
Job Type: Full-time with benefits
Department: Community Development – Code Enforcement
City Hall

JOB SUMMARY

Under direction, the Code Enforcement Officer will be responsible for investigating complaints and enforcement of all codes related to minimum housing standards, environmental health, and zoning ordinances. The Code Enforcement Officer will confer with citizens on compliance with ordinances related to land use, health, and safety; coordinate and update ordinances and codes as required by changes in state law, and perform a variety of tasks related to the Code Enforcement division of the Community Development Department.

Duties include but are not limited to:

- Investigate complaints and enforce all codes related to minimum housing standards, environmental health, and zoning ordinances including high weeds, trash, zoning, home occupation, public nuisances, illegal parking, signs, and other violations.
- Confer with citizens on compliance with ordinances relating to land use, health and safety; work with the county health department, county sheriff's department, local and state police, and other agencies in addressing code issues.
- Inspect homes, apartment buildings, businesses, vacant lots, and other properties to ensure compliance with applicable zoning and environmental health codes, ordinances, and regulations; determine whether property is in compliance; issue notices of violation as required
- Respond to alleged code violations including signs, trees, high weeds, junk vehicles, and zoning; interview complainant and witnesses; meet with citizens who are in violation of city codes; explain actions required to comply with ordinances; perform mediation and intervention to resolve potential conflicts regarding citations or code violations.
- Assist in preparing case reports for court or administrative proceedings; testify in court and at administrative proceedings as necessary.

Education/Experience/Licensing: High school diploma or GED, and three years of increasingly responsible experience as a Code Enforcement Officer or related field. Specialized education/training in the building trades, construction technology, or code enforcement is preferred.

- Within one (1) year of hire, must complete certification training in accordance with Section 22-111 of Title 11 of the Oklahoma Statutes.
- Possession of or ability to obtain a valid Oklahoma driver's license may be required.

APPLICATION AND ADDITIONAL INFORMATION CAN BE FOUND AT: <https://www.cityofmoore.com/departments/jobs>

City of Moore is an Equal Opportunity Employer

CITY OF MOORE

Job Description

Code Enforcement Officer

Job Code: 6418
Exempt: No
Department: Community Development
Reports To: Code Enforcement Supervisor
Location: Community Development
Date Prepared: January 14, 2016
Date Revised: October 5, 2017

GENERAL DESCRIPTION OF POSITION

Responsible for investigating complaints and enforcement of all codes related to minimum housing standards, environmental health and zoning ordinances. Will confer with citizens on compliance with ordinances relating to land use, health and safety; coordinate and update ordinances and codes as required by changes in state law; and perform a variety of technical tasks related to the Code Enforcement division.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Investigate complaints and enforce all codes related to minimum housing standards, environmental health and zoning ordinances including high weeds, trash, zoning, home occupation, public nuisances, illegal parking, signs and other violations. This duty is performed daily, about 15% of the time.
2. Confer with citizens on compliance with ordinances relating to land use, health and safety; work with the county health department, county sheriff's department; local and state police and other agencies in addressing code issues. This duty is performed daily, about 15% of the time.
3. Inspect homes, apartment buildings, businesses, vacant lots and other properties; ensure compliance with applicable zoning and environmental health codes; ordinances and regulations; determine whether property is in compliance; issue notices of violation as required; document all actions and notices; perform follow-up inspections to ensure compliance. This duty is performed daily, about 10% of the time.
4. Respond to alleged violations involving code violations including sign, tree, high weeds, junk vehicles, and zoning; interview complainant and witnesses; take photographs of violations and document activities through computer input; process certified letters. This duty is performed daily, about 25% of the time.
5. Meet with citizens who are in violation of city codes; explain actions required to comply with ordinances; confer with citizens and perform mediation and intervention to resolve potential conflicts regarding citations or code violations. This duty is performed weekly, about 5% of the time.
6. Perform research to determine the approved conditional uses of property; research ownership and take action to enforce city codes; appear in municipal and county court as necessary. This duty is performed weekly, about 5% of the time.
7. Interface and coordinate activities with other city departments, government agencies and the private sector. This duty is performed weekly, about 8% of the time.

8. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner. This duty is performed daily, about 8% of the time.
9. Record, file, arrange and maintain related files; perform record keeping pertaining to complaints, inspections and resolutions. This duty is performed weekly, about 8% of the time.
10. Assist in preparing case reports for court or administrative proceedings; testify in court and at administrative proceedings as necessary. This duty is performed as needed, about 1% of the time.
11. Good attendance is required. This duty is performed daily.
12. Works in a manner safe to the individual and other people; keeps work area clean and safe; follows safety rules and safe work practices; uses safety equipment as required. This duty is performed daily.
13. Confidentiality is required upon specific notification to the employee. This duty is performed daily.
14. Perform any other related duties as required or assigned.

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

SUPERVISORY RESPONSIBILITIES

None.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or citizen, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

ACCOUNTABILITY

FREEDOM TO ACT

Generally controlled. General processes covered by established policies and standards with supervisory oversight.

ANNUAL MONETARY IMPACT

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Regular contacts with the public where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Outside working environment, wherein there are disagreeable working conditions part of the time.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions; occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities 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 and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is continuously required to talk or hear; regularly required to use hands to finger, handle, or feel; and frequently required to stand, walk, reach with hands and arms; occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Knowledge of:

- Operational characteristics, services, and activities of a code enforcement program
- Principles and practices of code enforcement
- Methods and techniques of investigating property ownership
- Methods and techniques of conflict resolution
- Basic record keeping and file maintenance systems
- Basic mathematical principles
- English usage, spelling, grammar and punctuation
- Pertinent federal, state and local laws, codes and regulations
- Building-related codes and ordinances in assigned area, including the adopted residential, building, electrical, plumbing, mechanical, property maintenance, and zoning code.

- Office equipment, computers and word processing, database and spreadsheet applications

Ability to:

- Read, interpret and enforce applicable city, state and federal codes, ordinances and regulations related housing, to zoning and environmental health issues
- Research property records and relayed documents to establish property ownership.
- Perform mathematical computations
- Perform simple sketches
- Compile and collect data
- Interpret and communicate city codes and ordinances to the general public
- Work independently in absence of supervision
- Respond to citizen inquiries politely
- Operate and use modern office equipment
- Perform routine mathematical calculations
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Maintain effective audio-visual discernment and perception needed for: making observations, communicating with others, reading and writing, operating assigned equipment
- Maintain effective mental capacity which permits: making sound decisions, using good judgment, utilizing other intellectual capabilities
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting for extended periods of time, operating assigned equipment

Education and Experience:

Education:

Must be a high school graduate or have received a GED. Supplemental specialized training in the building trades, construction technology, and/or code enforcement is preferred.

Experience:

One to three years of increasingly responsible experience as a Code Enforcement Officer or in a related field.

Licenses or Certificates:

Employees of a municipality employed or otherwise assigned to enforce provisions of Section 22-111 of Title 11 of the Oklahoma Statutes shall complete certification training specifically applicable to such section as adopted and administered by the Oklahoma Code Enforcement Association; an internationally recognized model code organization; career technical education program; or an institution of higher education. Certification training shall be completed within one (1) year of employment or assignment to such enforcement duties.

Possession of or ability to obtain a valid Oklahoma driver's license may be required.

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; travel from site to site; construction site environment; exposure to noise, dust, inclement weather conditions; work on uneven surfaces; inspect in confined spaces; contact with potentially aggressive code violators.

Physical Conditions:

Significant walking on a daily basis; inspect in confined spaces, climbing, stooping, kneeling, lifting; must be able to operate an assigned vehicle; general manual dexterity; visual acuity to conduct inspections. Must be able to perform attached essential job functions.

Employee must lift items such as supply boxes. Requires vertically transferring items weighing up to 10 pounds.

Employee must tolerate sitting at a workstation for periods of time. Requires a tolerance of seated posture for prolonged periods of time.

Employee must operate keyboard. Requires use of hands and fingers for inputting information into computer system.

Employee must view computer screen. Requires use of eyes to read computer screen continuously throughout the day.

Employee must carry supplies from one location to another. Requires horizontally transferring items weighing up to 10 pounds.

Employee works outside driving a City vehicle, sometimes up to 6 hours in an 8-hour workday. Employees must tolerate climbing in and out of a vehicle throughout that time, sitting in the vehicle, and a working environment with outside ambient temperatures, including excessive heat and cold, and precipitation.

Employee periodically works in a City building at a workstation. Employee must tolerate working environment with inside controlled temperature.