The purpose of this position is to identify violations of state and local laws and codes, and to maintain and enhance property values. This is accomplished by responding to violations; enforcing ordinances, removing illegal signage, interpreting ordinances, resolving disputes, maintaining records, and researching property information. Other duties include assisting the public, reading and interpreting maps, and scheduling inspections.

**Specific Duties and Responsibilities**

* Responds to violations by patrolling the city, determining the violation, inspecting properties and construction, consulting with complainants, issuing citations, answering phone calls to explain laws and codes, and monitoring and following up on violations.
* Researches property information by identifying property locations, corresponding with potential violators, tracking progress, updating records, and preparing information for possible court actions.
* Completes apartment inspections by scheduling and coordinating with owners, walking grounds, determining conditions of building, stairwells and landscaping, monitoring any illegal storage, preparing reports and addressing tenant complaints.
* Maintains logs and reports of field work by researching and entering information, mailing correspondence and citations, receiving service requests, preparing hearing information, and providing information to management and elected officials.
* Performs other assigned duties.

**Requirements**

* High School completion or equivalent
* Two years of experience as a code enforcement officer for fulltime positions
* Two years of experience in field inspections or construction for part time positions

**Supplemental Information**

* Knowledge of City policies and procedures;
* Knowledge of Microsoft Office Suite.
* Skill in reading and understanding of maps, drawings and construction plans
* Skill in the operation and use of standard office software which includes databases and presentation programs, along with standard Microsoft products;
* Skill in communicating effectively both orally and in writing;
* Ability to effectively communicate, both verbally and in writing, with co-workers, the public, and elected and appointed officials;
* Ability to alphabetize and numerically sequence materials;
* Ability to establish and maintain working relationships with City administration, other employees, and the general public.