

City of Bloomfield – Job Description

Position: Code Enforcement Officer **Reports to:** City Administrator
Department: _____ **Original Date:** 06/2021
FLSA Status: Exempt **Council Approved:** 06/03/2021

JOB SUMMARY

Conducts regulatory compliance inspections related to housing, investigates complaints generated by City residents and agencies regarding public nuisances, land use and other related City ordinances or State laws. This is a highly responsible position involving enforcement of various City codes and codes that affect health, safety and welfare of the public.

The Code Enforcement Officer is responsible for enforcement of minimum housing standards, minimum maintenance standards for commercial buildings, environmental codes, abandoned or derelict properties, and related codes and ordinances.

The Code Enforcement Officer must have a broad knowledge of the various codes and inspection procedures and exercise a significant degree of initiative and independent judgment.

ESSENTIAL FUNCTIONS

- Conduct regulatory compliance inspections and effectively manage related cases pertaining to various City housing and sanitation programs and State codes.
- Issue notices of violation and/or citations.
- Photograph violations, create files, prepare investigative reports, prepare abatement and inspection notices and correspondence.
- Cite vehicles and coordinate the removal of abandoned and illegally parked vehicles; maintain reports on vehicle towing activities.
- Assist in proactive commercial and residential property maintenance enforcement programs.
- Provide customer service to residents and outside agencies by receiving, explaining and electronically processing new complaints and inquiries submitted in person, by phone, in writing, online or by email.
- Research property ownership, land characteristics and services utilizing internal and external data systems, Internet resources and City staff.
- Appear in court to provide testimony in cases as an agent on behalf of the City.
- Assist with community cleanups, waste tire collection and other abatement actions.
- Attend conferences, meetings and hearings as required.
- Coordinates with the City Administrator, Mayor, City Council, Police Chief and City Attorney, as necessary, to secure compliance with City codes when enforcement becomes necessary.
- May be on standby call: respond to emergencies on weekends, holidays and off-duty hours.

KNOWLEDGE OF

- City ordinances, rules, policies, procedures and investigative methods regarding land use, public nuisance, State of Iowa health and safety and State adopted codes, including building code, fire

code, residential code, energy conservation code, existing building code, life safety code, Americans with Disabilities Act, smoke alarms and detectors, carbon monoxide alarms, State mechanical code, State plumbing code and State electrical code.

- Procedures pertaining to search and seizure and private property inspections.
- Methods of regulatory inspections and investigations commonly used by regulatory agencies.
- Laws and rules for courtroom testimony and evidence documentation.
- Principles and best practices regarding case management.

SKILLED IN

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organizing and prioritizing work and exercising independent judgment, wisdom, common sense and initiative.
- Thoroughly carrying out oral and written instructions.
- Communicating via two-way radio and telephone.
- Operating a personal computer and various programs, including email, word processing, spreadsheets, and database management and maintaining records.
- Ability to define and explain a variety of complex City and state regulatory codes, ordinances, policies and procedures.
- Interpreting regulations to the public to ensure compliance.
- Understanding and reading a variety of maps and legal property descriptions.
- Managing situations requiring diplomacy, tact, fairness, firmness and sound judgment.
- Operating hand and power tools and equipment.
- Manage a caseload requiring the ability to multi-task, prioritize and plan work time to meet deadlines.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups and the general public.

Education, Training, & Experience

Required Education: High School Diploma or GED equivalent

Preferred Education:

Required Experience: One year of code enforcement or similar enforcement, investigative or regulatory compliance inspection, experience in the private industry or fire safety or one year of work experience involving a high level of public contact, including some experience dealing with the public in an enforcement, inspection, investigation or customer service capacity.

Desired Experience: Experience in construction related field

Required Licenses: Valid Iowa Driver's License and must maintain throughout employment

Required Testing: Pre-employment physical, functionality tests and drug test.

PHYSICAL DEMANDS

“X” indicates the amount of time the employee spends performing job functions:

N = None or 0%

S = Seldom or 1-6% (up to 1/2 hour)

O = Occasionally or 7-33% (up to 3 hours)

F = Frequent of 34-66% (3-6 hours)

C – Constantly or 67-100% (6-8 hours)

	N	S	O	F	C		N	S	O	F	C
BODY POSITIONS						ENVIRONMENTAL					
Standing					X	Dust				X	
Sitting			X			Noise			X		
Walking					X	Vibrations		X			
Kneeling		X				Chemical Agents		X			
MOVEMENTS						Biological Agents		X			
Bending/Stooping			X			Excessive Heat				X	
Twisting			X			Excessive Cold			X		
Crawling		X				Dangerous/Diseased Animals		X			
Squatting		X				Machinery/Moving Parts			X		
Balancing			X			Other					
Reaching Overhead				X		JOB SPECIFIC					
Reaching Forward				X		Indoors			X		
Climbing – Stairs, etc.			X			Outdoors					X
Neck Flexion/Extension				X		Driving – Vehicle/Equipment				X	
USE OF HANDS						Office Equipment			X		
Grasping/Handing					X	Sight					X
Powerful Grasp				X		Hearing				X	
Fine Manipulation				X		Talking					X
Keyboarding/VDT 2 hrs./day			X			Other					
LIFT/CARRY						PUSH/PULL					
0-10 lbs. Carry 25 ft					X	0-10 lbs.					X
11-25lbs. Carry 25 ft					X	11-25 lbs.					X
26-50 lbs. Carry 25 ft.				X		26-50 lbs.				X	
51-75 lbs. Carry 25 ft.			X			51-75 lbs.			X		
76-100 lbs. Carry 25 ft.		X				76-100 lbs.		X			
Over 100 lbs. Carry 25 ft.		X				Over 100 lbs.		X			

Required Personal Protective Equipment: Mask, Safety Glasses, Steel-Toe Boots, Gloves

The City of Bloomfield 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 encourage employees and prospective employees to discuss needed accommodations with the appropriate City representatives