

CITY OF MT. STERLING
POSITION DESCRIPTION

Class Title: Codes Enforcement Officer

Department: Administration

Supervisor: Mayor

Supervises: None

Class Characteristics: Under general direction, serves as staff person for the Codes Enforcement Board and completes the directives of the Board in a timely fashion; enforces ordinances relating to nuisances and the general health and welfare of the community; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Enforces all municipal nuisance ordinances with the exceptions of Planning and Zoning, and the city's occupational licenses.
2. As a staff member for the Codes Enforcement Board; completes all directives of the Board in a timely fashion.
3. Personally observes violations of nuisance ordinances and accepts complaints from the public relating to the city's nuisance ordinances (such as unsafe housing, weeds, trash, abandoned vehicles, open sewer lines) by phone and in person; investigates complaints; determines resident and/or property owner when violations are found; prepares and personally serves correspondence to violator, resident or owner; maintains suspense files.
4. Reports all violations that remain in non-compliance to the Codes Enforcement Board; prepares all paperwork for the Board; attends Board meetings; carries out the decisions of the Board.
5. Works closely with other city departments, including continual communications to inform the departments of current conditions, events, etc.
6. Prepares records and reports as required.
7. Prepares and presents reports, orally and in writing.
8. Develops and maintains accurate and up-to-date filing system.
9. General Adm City Business, answer phone, accept tax payments, etc.
10. ABC (Alcohol Beverage Control) Compliance Officer
11. Court Day Coordinator for City, including city lots

Non-essential: None.

DESIRABLE QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent (GED) supplemented by a two years related work experience.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of, or ability to learn, all city ordinances relating to nuisances such as unsafe housing, weeds, trash, abandoned vehicles, open sewer lines).
2. Knowledge of, or ability to learn, Kentucky Revised Statutes relating to nuisances.
3. Knowledge of computers and applicable software programs.
4. Knowledge of preventive maintenance requirements for vehicles and equipment.

Skills:

1. Good computer skills.
2. Excellent communication skills.
3. Public relations skills.

Abilities:

1. Ability to detect ordinance violations.
2. Ability to enforce the city's nuisance ordinances.
3. Ability to serve as staff person and work with the Codes Enforcement Board.
4. Ability to prepare clear and accurate reports, and to maintain an effective filing system.
5. Ability to communicate effectively, orally and in writing.
6. Ability to establish and maintain effective working relationship with developers/builders, city officers and employees, and the general public.
7. Analytical and administrative abilities.
8. Honesty; integrity; self-motivation.

ADDITIONAL INFORMATION

Instructions: Very general; must use own judgment most of the time.

Processes: Must occasionally consider different courses of action, or deviate from standard procedures, to get the job done.

Review of Work: Work is generally reviewed through reports.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts is required.

Tools, Equipment and Vehicles Used: Must drive vehicle as a requirement of the job; must use normal office equipment (computer hardware and software, telephone, fax machine, copier); tools to confirm compliance with regulations.

Physical Requirements of the Job: Work is performed both indoors, requiring intermittent sitting, standing and walking in an office environment, and outdoors, regardless of weather conditions; exposed to all weather conditions, at which time must be mobile to climb muddy hills, long stairs, ladders, etc.; must have good vision; must lift objects weighing more than 25 pounds; exposed to noise, high places, confined spaces; must operate a vehicle as a requirement of the job.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information.

Mental Effort: Moderate/heavy.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid driver's license issued by the Commonwealth of Kentucky as a condition of continued employment in the position.

Availability: Must be able to occasionally work irregular hours, including early morning, evening, and weekends.

Certification Requirements: None.

Additional Requirements: None.

Overtime Provision: Non-exempt.