

CODE COMPLIANCE OFFICER

DEFINITION STATEMENT

Under the general direction of the Department Director, conduct rental and property maintenance inspections, investigate citizen complaints, issue notices, follow through on enforcement actions, work with property owners to obtain code compliance, issue citations and serve as a witness for the city during municipal and county court proceedings and perform other duties as assigned.

DUTIES – EXAMPLES OF WORK

- Patrols the city in a proactive manner to identify maintenance violations;
- Responds to questions and complaints from property owners and the general public;
- Creates forms and maintains records and files necessary for accurate documentation and report of activity to position the City for court action as necessary;
- Coordinates projects with Neighborhood Specialist related to building maintenance, code enforcement and housing rehabilitation;
- Recommends appropriate amendments to the code of ordinance and policies to the Department Director;
- Generates correspondence and forms needed by use of a computer or other means of electronic data;
- Meets with owners and tenants to review and explain code requirements and violations or potential violations; secures code compliance.
- Provides information to people who request information or assistance in code enforcement related matters.
- Maintains logs and records related to inspection and enforcement activities;
- Responds to emergency after-hours property-related calls when Department Director is unavailable.

EXPERIENCE AND TRAINING

Must have high school diploma or equivalent, a good command of the written language and the ability to compose a letter, experience in customer service.

SPECIAL REQUIREMENTS

Must possess or be able to obtain a valid Missouri driver's license and maintain an insurable driving records; no suspensions, revocations or moving violations within the last three years. Applicants must pass a background check and pre-employment drug screening.

SALARY RANGE: \$3,076.65 - \$3,384.31 Monthly

GRADE: 12

Revised: 11/2020