

CODE ENFORCEMENT OFFICER

DEFINITION STATEMENT

Under the general direction of the Codes Administration 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;
- Performs scheduled and unscheduled site inspections in all public and private buildings to ensure compliance with the City Property Maintenance Code including verification of complaint, encouragement of owner voluntary compliance, issuance of orders to correct violation, conducting follow-up inspection for compliance, and if needed, prepare case for prosecution;
- 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 related to building maintenance, code enforcement and housing rehabilitation;
- Recommends appropriate amendments to the code of ordinance and policies to the Code Administration Director;
- Generates correspondence and forms needed by use of a computer or other means of electronic data;
- Performs other duties including special project coordination of code inspection compliance;
- Meets with owners, tenants, contractors, developers, etc. 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;
- Maintains Vacant Property Registration program;
- Responds to emergency after-hours property-related calls when Codes Administration Director is unavailable.

EXPERIENCE AND TRAINING

Must have high school diploma or equivalent, minimum of one year experience in code compliance, construction, housing or closely related field.

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. All applicants must be an ICC or AACE-Certified Property Maintenance and Housing Inspector, or have the ability to obtain certification within one year of employment.

GRADE RANGE: I

Salary Range: \$42,166.36 - \$47,226.32

Salary, Non-Exempt

Revised 2/5/2024