

Town of Grand Lake Job Description

Title

Code Enforcement

Department/Fund

General Fund/Admin

Reports to: Town Community Development Director

Status:

Non-Exempt/Full-Time

General statement of duties:

Performs professional and technical code enforcement work required to protect and preserve life, safety, health, welfare, and property in the Town of Grand Lake.

Supervision exercised:

None

Essential duties and functions:

- Respond to calls including violations in progress and violations discovered after the fact.
- Documents violations with all available technology; written, photos, witness testimony, time, place, address and maintains a searchable violation system searchable by property file.
- Prepares notices of code violations.
- Continues communication with property owners to discuss how to resolve problems.
- Provides follow up communication with the complainant and town staff.
- Responsible to maintain records and prepare reports satisfactory to proceed through a judicial process.
- Appears in municipal, county and district courts to offer testimony relative to the investigation and charging of individuals with non-criminal offenses.
- Works with town staff, including law enforcement to perform code enforcement.
- Participates in the development of forms and processes utilized to address various issues.
- Coordinates Municipal Code update proposals with the Town Community Development Director, Town Manager, Town Clerk and Town Attorney by researching, drafting and rewriting.
- Prepares a variety of routine and non-routine reports and records necessary for the reporting of daily activities.
- Responsible to discern the difference between violations of the ordinances, set by the Town Board to preserve the safety and security of individuals and property within the Town corporate limits and complaints that are clearly not violations or not within Town limits.
- Assists the Town Community Development Director with special projects and Zoning inspections.
- Review sign permit applications for approval from the Town Community Development Director.
- Provides support to the Town Community Development Director regarding building inspection review.
- Provide the Board of Trustees with updates.
- Processing permits through Permit Cloud Software.
- Working with the Town Bookkeeper to ensure Nightly Rental compliancy.
- Posting public notice as required.

Required knowledge, skills and abilities:

- Working knowledge of Town ordinances and procedures
- Ability to make contacts with property owners using a variety of communication skills
- Skills in the use of computers, telephones, and email.
- Ability to communicate effectively both orally and in writing.

Required education and experience:

- High School graduation or equivalency.
- Valid Colorado's driver's license

Physical Requirements:

- Indoor and outdoor environments; work alone; travel from site to site; incumbents may be exposed to noise, dust, inclement weather conditions, and potentially hostile environments.
- Primary functions require sufficient physical ability and mobility to work in an office and field environment; to stand, stoop, reach, bend, kneel, squat, climb ladders, and walk on uneven terrain, loose soil, and sloped surfaces; to lift and/or carry light weights; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information. Regularly required to reach with hands and arms, stand, walk, and use hands to handle, feel or operate objects, tools, or equipment.
- Specific vision abilities required by this job include near acuity, far acuity, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Preferred knowledge, skills and abilities:

- Previous land use regulation experience.
- Previous law enforcement experience.
- Previous building inspection experience.
- Permit Cloud Software experience.

Working Conditions/Physical Demands:

- Moderate noise with frequent interruptions in a busy environment.
- Work performed is both inside and outside that includes, noise, vibration, moving/mechanical parts, and potential exposure to biological substances, caustic chemicals, and various forms of wildlife and their deposits.
- Exposed to sun and occasionally exposed to wet conditions and lightning.
- Regular contact with staff and frequent interface with public and agitated property owners.

Successful Demonstrated Qualities:

- Courteous and clear communicator
- Willing to listen
- Ability to maintain effective working relationships with Town employees and Town contracted law enforcement.
- Ability to be punctual and attend work regularly.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.