

City of Lander

Job Description

Title: Part-Time Code Enforcement	Grade: Hourly \$15-22
Department: Police	Effective Date: 11/2025
Type of Position: Part-time Non-Exempt	Revised: 11/2025

In an effort to create organizational clarity, and to empower its employees, the City of Lander has identified ten core competencies that all employees are expected to meet in order to help fulfill the mission of the City. It is expected that employees will meet their responsibilities as detailed below, including observable commitment to the mission of the City and these values.

GENERAL PURPOSE

Assist the Code Enforcement Officer with a variety of duties including enforcement of municipal ordinances and codes regarding public safety, sanitation, and nuisances including but not limited to parking, abandoned vehicles, trash, weeds, and animal control violations. Responds to and investigates code and ordinance violation complaints from the public. Additional administrative duties as assigned. **This position is part-time, non-benefitted and works no more than nineteen hours per week.**

SUPERVISION RECEIVED

Works under general supervision from the Lander Code Enforcement Officer.

SUPERVISION EXERCISED: NONE

ESSENTIAL FUNCTIONS

- Patrols city for enforcement of ordinances, laws, codes or regulations enacted by the City of Lander. Primarily is responsible for assisting the Fulltime Code Enforcement Officer.
- Investigates citizen complaints concerning ordinance or code violations through field investigations; responds to citizen complaints; answers questions and inquiries via phone and radio.
- Delivers public education programs as needed to inform public of local ordinances and problems; attends meetings at local schools to educate children regarding animal control ordinances.
- Enforces parking ordinances; monitors parking activity to prevent illegal parking, maintains records and tags trailers illegally parked; enforces abandoned and inoperative vehicle ordinances.
- Performs related and additional duties as required

Knowledge

- Pertinent codes, ordinances, laws and regulations pertaining to parking, nuisance, animal control.
- Basic knowledge computer functions.
- City Services and organizational structure as they relate to code compliance.

- Effective public relations practices.
- Principles and procedures of Record Keeping.
- Technical report preparation.
- Modern office procedures, methods, and equipment including computers and supporting word processing and spreadsheet applications.
- City geography.
- Occupational hazards and standard safety practices.

Abilities

- Independently perform a full range of municipal code enforcement and compliance duties.
- Follow written and verbal communication.
- Inspect and identify violations of applicable codes and ordinances.
- Enforce pertinent codes, ordinances laws and regulations with impartiality and efficiency.
- Respond to inquiries, complaints, and requests for service in a timely, fair, tactful, and firm manner.
- Maintains and file reports, logs, records and files.

Skills

- Type and enter data accurately.
- Excellent oral and written communication skills.
- Public speaking and interpersonal communication skills.
- Communicate effectively, verbally and in writing.

REQUIRED EDUCATION AND LICENSES

- High school diploma.
- Must possess a valid Wyoming driver's license

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS

Positions in this class typically require driving, stooping, kneeling, crouching, reaching, standing and walking for long periods, climbing, pushing, pulling, lifting, grasping, talking, hearing, seeing and repetitive motions such as keyboarding. Various levels of mental application required, i.e., memory for details, emotional stability, discriminating thinking, creative problem solving. Continuous use of motor skills. Operation of office equipment including a computer keyboard; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.

Medium work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body.

Incumbents may be subject to perform duties either indoors or outdoors, which may include extreme climate/weather conditions (-30 degrees F to 100+ degrees F) in daylight and darkness. May be exposed to potentially hostile environments.

Incumbents may also be subject to office environments and to the common noises associated with office work including telephones and printers, as well as loud noises associated with traffic.

Work schedule is based on 40-hour work periods, with unscheduled breaks and lunch periods, and subject to extra shifts and on-call emergencies. Extra hours may be required based on situational demand and emergencies. Work setting is informal, team oriented, and has variable tasks. Frequent attendance at after-hours meetings.

DRIVING REQUIREMENTS:

For driving essential positions, employment with the City of Lander is contingent upon a satisfactory driving record. A driving record that has any of the following is considered unsatisfactory: 1). Conviction of three or more moving violations from separate incidents, within the past 36 months; 2) A conviction within the previous 36 months of any of the following: Driving Under the Influence of Alcohol or Drugs; Leaving the scene of an accident; Fleeing to avoid arrest; Reckless Driving; Driving without automobile insurance; Driving on a suspended license; or Refusal to take a blood/breathalyzer test for suspected impaired driving.

SUPPLEMENTAL INFORMATION

Women, minorities, and individuals with disabilities are encouraged to apply. The City of Lander is an equal opportunity employer. Qualified applicants are considered for positions for which they have applied without regard to race, religion, sex, age, national origin, disability, sexual orientation, or other characteristics protected by law.

Employment with the City of Lander is contingent upon successful background screen and a pre-employment drug test. Employees that perform safety sensitive tasks are subject to pre-employment and/or continued random drug testing. These tasks include but are not limited to: Emergency response/rescue, working with hazardous materials and chemicals and solid or liquid waste, operating or maintaining water and wastewater systems, driving for the City of Lander, operating power-driven equipment or machinery, working with or around children.

Driving records are required for all new employees. If the employee has not held a Wyoming driver's license for the last three (3) years, the employee must provide at their own expense and initiation a driving record from all previous States of residency.

As a condition of employment, the successful candidate must utilize direct deposit for payroll purposes.

If you have questions regarding the background screen, or pre-employment drug test, please contact the Human Resource Director at (307) 332-2870 X-7 prior to accepting the job offer.

I acknowledge that I have read this job description and requirements and certify that I can perform these functions with or without accommodations.

GUIDELINES

Employees are required to follow the established guidelines of the City to include, but are not limited to, the employee handbook, safety policies and procedures, and departmental policies and procedures.

The City of Lander is an at-will employer.

I have read this job description and understand my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

Employee's Name (Printed)

Employee's Signature

Date