



Code Enforcement Officer

Department: Community Development

Supervisor: Building Official

Location: City Hall

FLSA Status: Non-Exempt

Position Summary

The Code Enforcement Officer is responsible for nuisance abatement in the City of Oelwein. The four areas that this officer will focus on include, nuisance (trash), structural (referred to community development), weeds, and snow. The officer will work to ensure that all nuisances are abated and that they work diligently with the community to ensure properties are kept clean and orderly. The Code Enforcement Officer will work with property owners and tenants to ensure properties are code compliant.

Essential Duties and Responsibilities

- Leads the enforcement efforts of City's nuisance regulations, including overseeing the tracking of enforcement actions and coordinating the efforts of others involved with enforcement.
 - Follows up on all nuisance complaints
 - Issues all mow orders
 - Issues all snow removal orders
- Answers inquiries, interprets and makes decisions on technical problems of enforcement.
- Makes recommendations for correcting inadequacies.
- Makes recommendations for changes in ordinance regulations.
- Attends hearing and testifies in court regarding Code violations.
- Performs related duties as required.
- Provides staff support to the Community Development and Police Department
- Interacts with the general public
- Other duties as assigned from time to time.

Organizational Responsibilities

- Applies high ethical standards, such as honesty, responsibility, and trustworthiness, at all times.
- Answers inquiries promptly by phone, email, in writing, and in person.
- Demonstrates a high level of initiative, effort, attention to detail, and commitment by completing assignments in a timely and effective manner.
- Provides friendly, prompt customer service at all times, to both internal and external customers.
- Facilitates cooperation, trust, and teamwork with coworkers, supervisors, and other employees throughout the organization.
- Follows organizational policies and procedures with minimal supervision, and complies with all applicable local, state, and federal regulations as they relate to each job.
- Completes all required safety trainings/classes in a timely manner.



Requirements

Knowledge, Skills, and Abilities

- Must have the ability to manage multiple projects and prioritize workload in a timely and effective manner.
- Must be able to communicate effectively using both written and oral methods.
- Must possess strong computer skills, including basic Microsoft applications.
- Must possess strong public relations skills, as well as strong written and verbal communication skills.
- Must be knowledgeable of land surveying documentation and procedures as it pertains to property casements and legal descriptions.
- Utilizes personal computers, smart phones, common business equipment, and various software applications as they pertain to each job.
- Must possess and maintain a valid Iowa driver's license.

Experience and Education

Entry Level General

- Requires two or more years of experience in one or more of the trades monitored by this position.
- Licensing/Certifications will be required as desired by the employer.
- Felony convictions and disqualifying criminal histories within the past seven years are not allowed.
- U.S. citizen.
- Must be able to read and write the English language.

Education and Experience

- High school diploma or equivalent.
- Associate degree from an accredited college or university with major course work in architecture, engineering or related field; five years of experience in construction and inspection work, real property acquisition, and administration of policies governing relocation activities; or an equivalent combination of education and experience.

Physical, Mental, and Visual Effort

- Frequently required to turn, stoop, kneel, crouch, crawl, reach, twist, walk and sit; occasionally required to stand, walk or climb.
- Occasionally required to lift, carry, push, pull, or otherwise move objects up to ten (10) pounds.
- Regularly uses hands and fingers to operate basic office equipment, including computer, telephone, copier, and fax machine.
- Regularly communicates with others through speaking and listening.
- Requires close vision and the ability to adjust focus; also requires some distant vision.

Working Conditions



- On or near residential property on a daily basis
- Works in an office environment and outside
- During the winter, will walk sidewalks and potential slippery and wet sidewalks
- Frequently outside in hot and cold weather.
- May work with irate or unhappy residential tenants and homeowners
- Sitting and standing in an office environment daily.

Disclaimer

The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements, and working conditions. The company reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job-related duties requested by management. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of the position. Except for employees covered by Civil Service and/or a collective bargaining agreement, City of Oelwein employees are considered at-will employees. An employee may terminate his/her employment at any time and the City may also terminate the employee's employment at any time. Unless otherwise provided by contract or law, all employment with the City of Oelwein is to be considered "at-will".