



CITY OF SEDALIA, MISSOURI

Job Description

Job Title:	CODE ENFORCEMENT OFFICER		
Department:	Community Development		
Supervisor:	Chief Building Official		
Date:	May 2022, Revision 4	Position No.	CE/7
FLSA Status:	Non-Exempt	Random Substance Testing:	Y

Job Summary:

This position is responsible for coordinating and conducting inspections of local businesses and residences to ensure code compliance.

Job Scope:

The purpose of this position is to eliminate public nuisances in the city. Successful performance helps ensure the maintenance of safe structures and compliance with health and safety regulations.

Essential Duties and Responsibilities:

1. Investigates public nuisance violations: conducts routine inspections and responds to complaints, issues notices of violation, conducts re-inspections, photographs properties, issues citations for appearance in Municipal Court for failing to comply with notices of violation, attends Municipal Court to maintain communication with property owners and testifies in Court as requested.
2. Maintains case management files in code enforcement software program (Comcate), providing up-to-date case management information for use by city staff and elected officials. Provide communication back to complainants and property owners.
3. Provides proactive investigation and enforcement of property maintenance issues throughout the city.
4. Utilizes department tools, policies and initiatives to achieve voluntary compliance by working with property owners and neighborhoods to achieve neighborhood revitalization goals.
5. Communicates and engages property owners to achieve compulsory code violation compliance utilizing traditional enforcement processes when voluntary compliance is not possible or acceptable by property owner within city code time limits.
6. Oversees weed and trash abatements: submits properties to Public Works for abatements; prepares billing and forwards paperwork to Finance Department for issuance of special tax bills to property owners.
7. Oversees vehicle abatements and arranges for towing of non-compliant vehicles.

8. Monitors vacant homes and attempts to contact responsible party when maintenance is required; connects with law enforcement when necessary to keep property free of trespassers and safe from other hazards.
9. Prepares dangerous building cases for Board of Appeals hearings, delivers certified mail to the post office, testifies before the Board of Appeals, prepares billing once demolition is complete and forwards paperwork to Finance Department for issuance of special tax bills to property owners..
10. Writes building, demolition, mechanical, plumbing, and electrical permits.
11. Works closely with the Police Department and Fire Department during structure fires, search warrants, etc. to approach nuisance properties as a united front to gain compliance.
12. Works with the Finance Department to investigate business licensing issues.
13. Assists with inspections and investigations of lodging establishments.
14. Responds to requests from citizens; directs persons to other departments or staff as necessary.
15. Performs other related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.

Minimum Qualifications:

1. High School diploma or GED
2. 3 years' experience in building inspections or a related field
3. Ability to obtain appropriate certifications for the type of inspection(s) conducted
4. Ability to read and interpret construction drawings, plans, and specifications
5. Missouri driver's license
6. Must successfully complete a pre-employment drug screen and agree to be subject to random drug screening throughout employment.

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of city codes and ordinances.
2. Knowledge of city and department policies and procedures.
3. Knowledge of streets and address locations in the city.
4. Self-motivated to observe the surroundings and pursue enforcement action
5. Skill in operating a computer and standard office equipment.

6. Skill in reading and interpreting adopted ICC codes.
7. Skill in oral and written communication.

Guidelines:

1. City codes and ordinances and property maintenance codes.
2. Guidelines require judgment, selection, and interpretation in application.

Complexity:

The work consists of varied technical and inspection duties. Language barriers and the need to deal with irate property owners contribute to the complexity of the work. The need for sensitivity to political factors and enforcement issues requiring legal intervention contribute to the complexity of the work.

Principal Working Relationships:

1. Co-workers, property owners, tenants, business owners, contractors, other city employees.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

Supervisory and Management Responsibility:

None.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is typically performed either while sitting at a desk or table with intermittent standing or driving around in a City issued vehicle. Uneven terrain, entering structures, as well as walking thru yards and alleys is also expected. Some reaching and bending may be required. The employee occasionally lifts light and heavy objects, and may be required to distinguish between shades of color.

Work Environment:

The work is typically performed in an office or outdoors. Work may involve the prolonged use of the telephone and personal computer. The employee may be exposed to noise, dust, dirt, machinery with moving parts, and cold or inclement weather. The work may require the use of protective devices such as hard hats, safety glasses and work boots.

Signature

Date