

# **City of Yukon**

## **Code Enforcement Officer**

### **Job Description**

**Exempt:** No  
**Department:** Development Service  
**Reports To:** Development Service Director  
**Location:** 10 S 5th Street  
**Date Prepared:** July 05, 2013  
**Date Revised:** July 08, 2014

#### **GENERAL DESCRIPTION OF POSITION**

Responsible for the application of city business licensing, nuisance abatement, landscaping, property maintenance and zoning codes and ordinance; exchanges information with citizens regarding the interpretation of codes and ordinances, when investigating complaints and while conducting inspections to determine if City ordinance and code violations have occurred; verifying and enforcing City licensing requirements for business perpetrations, occupancy, etc.; researching and compiling property and land use information; and preparing reports, notices, and citations regarding identified code violations. The inspector must use tact and diplomacy in dealing with citizens, business owners, outside agencies, etc. Violations of City codes and ordinances will require field inspections and evidence collection for possible use in court testimony. Will work closely with citizens to explain and interpret how codes and ordinances apply to individual cases. Employees are responsible for decisions made concerning the application and/or interpretation of City ordinances as they apply to individual situations.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Conducts onsite inspections and re-inspections, investigates and determines the existence and type of code violations, pursues corrective action, determines a timeframe for compliance achievement, and issues notice of violations and if directed may issue citations if appropriate. This duty is performed daily.
2. Responds to inquiries and advises the public on compliance with nuisance and other regulations, and responds to citizens' complaints regarding potential code violations. This duty is performed daily.
3. Inspects properties after notifications of complaints. This duty is performed daily.
4. Patrols streets, alleys, rural areas, construction sites, vacant lots, etc. to ensure compliance with codes and regulations regarding trash spills, weed control, health/safety hazards, and zoning violations. This duty is performed daily.
5. Communicates with the citizens. This duty is performed daily.
6. Work with contractors on cleanup of properties. This duty is performed daily.
7. Re-Inspect properties to verify contractor completion of cleanup and other services. This duty is performed daily.

8. Keep detailed records on both paper and Incode. This duty is performed daily.
9. Prepares letters and correspondence on various code violations, prepares legal notices and issues summons, properly documents violations, and preserves evidence as appropriate. This duty is performed daily.
10. Represents the city in court and testifies as necessary. This duty is performed as needed.
11. Maintains accurate, complete records of complaints, inspections, violations, and citations, prepares periodic written reports detailing code enforcement activities. This duty is performed daily.
12. Conducts research regarding property ownership, current and past permits, and applications, and applicable codes. This duty is performed daily.
13. Maintains a professional appearance, responds to and resolves difficult and sensitive citizen inquiries and complaints. This duty is performed daily.
14. Prepares and files reports of activities; logs phone calls, e-mail, and written complaints; keep accurate records. This duty is performed daily.
15. Requires substantial and frequent contact and communication with the public, developers, builders, property owners, fellow employees, and other agencies of government requiring tact and respecting confidentiality. This duty is performed daily.
16. Perform any other related duties as required or assigned.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION AND EXPERIENCE**

High school diploma, GED or work equivalent, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc., plus 1 to 2 years related experience and/or training; or equivalent combination of education and experience.

### **COMMUNICATION SKILLS**

Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

### **CRITICAL THINKING SKILLS**

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

## **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Oklahoma State Driver's License and satisfactory motor vehicle record; required to complete training and certification in Nuisance Abatement and Existing Housing within 12 months of hire date through Oklahoma Code Enforcement Association and OCEA.

## **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

ACC/ICC, Property Maintenance and Housing Inspector Certified within 1 year of employment.

## **SOFTWARE SKILLS REQUIRED**

Intermediate: Candidate must be proficient in Microsoft Office with the ability to adapt to other software programs.

## **INITIATIVE AND INGENUITY**

### **SUPERVISION RECEIVED**

Under general direction, working from policies and general directives; rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

### **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of major importance which would have considerable effect on the final attainment of multiple major activities and the organization's projects of a large organization component and organization's clientele.

## **MENTAL DEMAND**

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response; operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

## **ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision.

## **SUPERVISORY RESPONSIBILITIES**

No supervision.

Supervises the following departments: None

## **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

**ACCURACY**

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job; may also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

**ACCOUNTABILITY****FREEDOM TO ACT**

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

**ANNUAL MONETARY IMPACT**

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

**IMPACT ON END RESULTS**

Major impact. Job has a considerable impact on the organization's end results; a high level of accountability to generate; manage; and/or control funds within a department and/or total organization.

**PUBLIC CONTACT**

Regular contacts with patrons where the contacts are initiated by the employee; involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

**EMPLOYEE CONTACT**

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

**USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

**WORKING CONDITIONS**

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) part of the time.

**ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is continuously exposed to outdoor weather conditions; occasionally exposed to work near moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, wet or humid conditions, extreme cold, extreme heat, vibration. The noise level in the work environment is usually loud.

### **PHYSICAL ACTIVITIES**

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

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is frequently required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, or crawl, talk or hear; and occasionally required to sit, climb or balance. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

### **ADDITIONAL INFORMATION**

Not indicated.