



# CITY OF SEDALIA, MISSOURI

Job Description

<b>Job Title:</b>	<b>CODE ENFORCEMENT OFFICER</b>		
Department:	Community Development		
Supervisor:	Chief Building Official		
Date:	February 2012	Position No.	CE/7
FLSA Status:	Non-Exempt	Random Substance Testing:	Y

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## Job Summary:

This position is responsible for coordinating and conducting inspections of local business 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 construction 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 notice of violation, conducts reinspections, photographs property and completes complaint forms for submission to Municipal Court, and testifies in court as requested.
2. Oversees weed abatement: conducts routine inspections and responds to complaints; issues notices to property owners in violation; photographs properties failing to comply; submits list to Public Works for mowing; forwards paperwork to Finance Department for issuance of special tax bill to property owner.
3. 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.
4. Spends a large percentage of time (upwards of 50% in summer months) on citing dangerous buildings and following up through repair or demolition phase.
5. Writes building, demolition, plumbing, and electrical permits.
6. Prepares certificates of occupancy.
7. Responds to requests from citizens; directs persons to other departments or staff as necessary.

8. Delivers certified mail to the post office.
9. 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 state certification for the type of inspection(s) conducted
4. Ability to read and interpret construction drawings, plans, and specifications
5. Missouri drivers license
6. Must successfully complete a pre-employment drug screen and agree to be subject to random drug screen 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. Skill in operating a computer and standard office equipment.
5. 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, 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 outdoors. 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.