

City of Richland

Department: Public Works

JOB DESCRIPTION - Code Enforcement Officer

Purpose of Position

Enforce Richland's municipal codes, as well as local and state building codes, zoning regulations, investigate code violations, issues letters of statement, and international property maintenance code on all residential and commercial properties.

The Major Duties and Responsibilities included but are not limited to the following Job Content and Skills. Additional content and responsibilities may be identified by the City and listed as such in the incumbent's performance appraisal elements. Various tasks may be assigned under each listed duty, responsibility, and skills. The duties, responsibilities, and skills that are listed are not all inclusive and may be amended or added to as needed by the City. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans With Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Major Duties and Responsibilities

- Performs inspections of residential, commercial and other properties for compliance with city codes and ordinances.
- Monitors and examines zoning violations.
- Coordinates with emergency personnel and investigates complaints of code violations.
- Proactively conducts field inspections to uncover unsafe, abandoned and dilapidated houses, vehicles or other private property in violation of city ordinances.
- Monitors abandoned structures, including those damaged by fire or natural disasters.
- Responds to complaints and reports from citizens and other agencies about code violations
- Contact individuals in person and in writing to issue warning notices, notices of violation, and corrective notices

- Enforce removal or alteration of conditions that violate city ordinances, perform follow-up investigations to see that remedial action has been taken.
- Enforce and oversee the cleanup and demolition of properties through the process of 21-19-11.
- Follow through and enforce ADA Regulations to complaints of violations filed by citizens.
- Maintains accurate records and documentation of complaints.
- Photograph conditions of violations for the purpose of evidence and identification.
- Keep thorough records of the violations and prepare reports for use by administrative or judicial authorities.
- Carry out preventative enforcement throughout the city.
- Ensures conformity with city ordinances.

Job Content

The Code Enforcement Officer under the supervision of the Public Works Director inspects existing housing structures and property as well as enforcement of ordinances, zoning regulations and environmental nuisances. Performs field and office work. Inspections are conducted independently in accordance with departmental regulations. Inspections include residential, commercial, and industrial buildings during and after construction.

The International Property Maintenance Code (IPMC) establishes minimum maintenance standards for buildings and premises to ensure public safety, health, and welfare. The IPMC is administered by state and local building code officials, who are responsible for enforcing the code and ensuring that buildings are safe and fit for use.

Code Enforcement Officer identifies violations because of inspections and document reviews. Conveys a professional manner when communicating with business owners, property owners and contractors. Conveys information regarding deficiencies and/or violations noted during inspections or investigations and provides technical assistance and recommends corrective actions as necessary. Conducts follow-up investigations or re-inspections to ensure and document corrective measures were taken for all non-compliances. This person issues compliance and/or violation notices establishing time constraints for compliance and posts properties in accordance with state laws as required.

Knowledge, Skills and Abilities

- Knowledge of city code and ordinances to determine when violations have occurred
- Knowledge of and ability to follow all safety procedures
- Ability to use safety equipment as required for the job
- Ability to maintain a schedule and perform follow-up functions to ensure compliance
- Ability to maintain reports that include photographs and other relevant information
- Ability to maintain files for each complaint and inspection
- Ability to communicate orally (via phone or in person) and in writing with citizens, customers, and employees
- Ability to read and interpret documents such as policies, procedures, and instructions
- Ability to write clear concise instructions, reports, and correspondence
- Ability to testify in court when necessary
- Ability to research deeds, maps, and other records to determine property ownership
- Ability to prepare and maintain daily, weekly, and monthly reports
- Understanding and applying standard mathematical concepts
- Understanding and ability to operate a personal computer and other standard office equipment
- Knowledge of Microsoft Office and other operating systems utilized by the department

Physical Requirements

- Ability to lift and/or move objects up to 20 pounds occasionally
- Ability to stoop, bend, and kneel occasionally to accomplish job-related tasks
- Repetitive movement of hands and fingers to operate a personal computer
- Regularly sit in a fixed position
- Frequent walking, standing, or moving about to assist the public, customers, or fellow employees
- Being able to work in an indoor and outdoor environment

Education, Experience, and Position Requirements

- High school diploma or equivalent
- Two years of experience as a Law Enforcement Officer is preferred
- Experience or degree in the construction, code enforcement and/or building structure inspection field is preferred
- Valid Mississippi Driver's License
- Pass a drug test and criminal background check
- ICC (International Code Council) Certification or ability obtain certification