



Code Enforcement  
CD/4  
Community Development

#### **JOB SUMMARY**

This position is responsible for the enforcement of the city code.

#### **MAJOR DUTIES**

- Responds to citizen calls for service and complaints.
- Performs on-site inspections of properties to determine violations of the city code, including the accumulation of rubbish and garbage, tall grass and weeds, dilapidated automobiles and appliances, etc.
- Educates the public on city codes and ordinances.
- Responds to and investigates complaints of code violations; photographs and documents violations; writes notices for violations; issues summonses.
- Conducts follow-up inspections to determine code compliance; prepares non-compliant cases for court proceedings.
- Assists in maintaining files for all summonses issued; compiles status reports on specific assignments as requested.
- Performs other duties as assigned.

#### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of city ordinances.
- Knowledge of department policies and procedures.
- Knowledge of city streets, landmarks, and business locations
- Skill in working with the public.
- Skill in oral and written communication.

#### **SUPERVISORY CONTROLS**

The Community Development Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

#### **GUIDELINES**

Guidelines include the City of West Point Code of Ordinances. These guidelines are generally clear and specific, but may require some interpretation in application.

#### **COMPLEXITY/SCOPE OF WORK**

- The purpose of this position is to enforce the city code of ordinances.
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## **CONTACTS**

- Contacts are typically with co-workers, other city personnel, law enforcement personnel, court staff, and members of the general public.
- Contacts are typically to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office, and outdoors. The employee is exposed to noise, dirt, dust, grease, and cold or inclement weather.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid state issued driver's license for the type of vehicle or equipment operated.