



October 10 EDMONSTON POLICE DEPARTMENT  
JOB DESCRIPTION  
EFFECTIVE: JULY 1, 2020 REVISION: N/A

## Community Compliance Inspector

ASSIGNMENT: CODE ENFORCEMENT  
CLASSIFICATION: ESSENTIAL  
SUPERVISOR: POLICE SERGEANT and HIGHER  
WORK SCHEDULE: ROTATING SHIFT, HOLIDAYS AND WEEKENDS

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### SUMMARY

Under general supervision, performs a variety of technical duties in support of the Town's local code enforcement program; monitors and enforces a variety of applicable ordinances, codes, and regulations related to zoning, land use, nuisances, housing, building codes, health and safety, blight, graffiti, storm water, and other matters of public concern; and serves as a resource and provides information on Town regulations to property owners, residents, businesses, the general public, and other Town departments.

### DUTIES

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Perform a variety of field and office work in support of the Town's local code enforcement program; enforce compliance with Town regulations and ordinances including those pertaining to zoning, land use, nuisances, housing, building codes, health and safety, blight, graffiti, storm water , and other matters of public concern.
2. Receive and respond to resident complaints and reports from other agencies and departments on alleged violations of Town regulations and ordinances; interview

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complainants and witnesses; conduct investigations and provide recommendations for resolution.

3. Conduct code enforcement activities, including field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate regulations and ordinances; issue municipal infraction and parking citations and notices of violation as necessary.
4. Prepare evidence in support of legal actions taken by the Town, appear and testify at hearings and in court proceedings as required.
5. Maintain accurate documentation and case files on all code enforcement actions, and other job-related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; draw diagrams and illustrations and take photographs.
6. Prepare a variety of written reports, memos, and correspondence related to enforcement activities.
7. Patrol assigned area in a Town vehicle to identify and evaluate problem areas and/or ordinance violations; determine proper method to resolve violations.
8. Attend meetings and serve as a resource to other Town departments, the general public, and outside agencies in the enforcement of regulations and ordinances; provide research and documentation for meetings; interpret and explain municipal regulations and ordinances to members of the general public, contractors, business owners, and other interested groups, in the field, in person and on the telephone.
9. Operate computer to enter, process, and acquire data relative to code enforcement activities..
10. Locate vacant residences and businesses, secure buildings with proper materials as necessary, post the property as necessary, and check vacant buildings regularly for transient activity, graffiti, and other forms of vandalism.
11. May assist in researching, drafting, and rewriting municipal codes; participate in the development of forms and processes utilized to address various issues.

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12. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required in order to successfully perform the assigned duties.*

**KNOWLEDGE AND ABILITIES**

- Knowledge of code enforcement principles, practices, and methods as applicable to local government; working knowledge of applicable laws, standards and regulations relating to various land use, nuisance and public safety codes.
- Knowledge of applicable state, federal and local laws, rules, ordinances, and regulatory standards applicable to code enforcement work and responsibilities.
- Knowledge of investigative principles, methods, and techniques, such as case management principles for the purpose of preserving evidence and establishing documentation and a written audit trail for legal purposes.
- Ability to read and interpret building plans, specifications and building codes.
- Ability to apply technical knowledge and follow proper inspection techniques to determine whether structures should be considered for condemnation.
- Knowledge of record keeping, report preparation, filing methods and records management techniques.
- Ability to understand and utilize zoning maps, land use maps, plat maps and other documents related to real property.
- Ability to effectively communicate, both orally and in writing, and to advise on standard compliance methods.
- Ability to perform work with a minimum of supervision and to understand and follow instructions.
- Ability to establish and maintain effective working relationships with those contacted in the course of work, including other town departments and outside agencies.
- Ability to organize work, establish priorities, meet deadlines, and follow up on assignments with a minimum of direction.
- Ability to show courtesy, tact and sensitivity to individual differences when dealing with people who are hostile, difficult and/or distressed.
- Ability to independently prepare routine correspondence and memorandums.
- Ability to understand and follow written and oral instructions
- Ability to issue building permits
- Ability to issue business and renters licenses

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Indoor and outdoor environments; work alone; travel from site to site; incumbents may be exposed to noise, dust, inclement weather conditions, and potentially hostile environments.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office and field environment; to stand, stoop, reach, bend, kneel, squat, climb ladders, and walk on uneven terrain, loose soil, and sloped surfaces; to lift and/or carry light weights; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

**ACKNOWLEDGMENT**

I acknowledge that I have read and understand the job description and requirements for the Code Enforcement Officer position.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chief of Police Signature: \_\_\_\_\_ Date: \_\_\_\_\_