

CODE ENFORCEMENT OFFICER

The Town of Dauphin Island is an Equal Opportunity and Drug Free Workplace Employer

An individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actual written out in this job description. Management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

JOB SUMMARY

Code Enforcement Officer is a highly responsible position involving enforcement of various Town ordinances and codes that affect health, safety, and welfare of the public. The code enforcement officer is responsible for enforcement of minimum housing standards, minimum maintenance standards for commercial buildings, environmental codes, abandoned or derelict properties, occupational licensing, and related codes and ordinances. The code enforcement officer must have a broad knowledge of the various codes and procedures. Work is performed under the direction of the Town's Building Official and is reviewed through conferences, performance reviews, reports submitted, and results obtained. The code enforcement officer must know how to effectively deal with emotional, angry citizens in a tactful manner. The employee must have a high level of attention to detail. This role routinely uses office equipment such as computers for various applications, phones, photocopiers, filing cabinets and fax machines. The code enforcement officer will be required to project and maintain a positive image of the Town of Dauphin Island.

ESSENTIAL JOB FUNCTIONS

- Customer service
- Answer phones.
- Input and retrieve a variety of information using a computer terminal.
- Maintain files and records related to citations and violations
- Prepare a variety of written reports, memoranda and correspondence.
- Photograph violations, create files; prepare investigative reports; prepare legal documents, including abatement and inspection warrants, and correspondence.
- Receive and investigate complaints of Town code and related laws; render code enforcement action;
- Compose and issue courtesy notices, notices of violations, citations, correction notices, and stop work orders to ensure compliance.

- Prepare cases for code enforcement hearings; testify in court as necessary on behalf of the Town.
- Conduct follow-up investigations to ensure compliance with applicable codes.
- Respond to questions, complaints, and inquiries.
- Cite vehicles and coordinate the removal of abandoned and illegally parked vehicles; maintain reports on vehicle towing activities.
- Attend conferences, meetings, and hearings as required.
- Track enforcement issues over time.
- Perform other related duties as assigned.

QUALIFICATIONS

Education, Training and Experience: Graduation from a standard high school or GED; a minimum of one-year experience in code enforcement or related work; or equivalent combination of education and experience.

Special Requirements:

- Possession of a valid Alabama driver's license.

Knowledge, Skills and Abilities

- Background in code enforcement work.
- Strong organizational skills.
- Ability to understand and follow oral and written instructions in English.
- Ability to communicate clearly by verbally and in writing in English.
- Good work ethics.
- Detail oriented.
- Ability to prioritize and perform multiple tasks.
- Ability to manage time effectively.
- Computer proficiency in MS work, excel, access and the ability to learn other types of computer programs.
- Ability to track code enforcement issues overtime and follow up as needed.
- Knowledge of federal, state and town codes and ordinances as applicable to code enforcement issues.
- Ability to identify code violations during the inspection of dwellings, premises, vacant lots, signs, etc.
- Ability to prepare reports and standard form letters.
- Ability to locate, read, and interpret legal descriptions and ownership records.
- Ability to maintain detailed files and records.
- Ability to operate a motor vehicle.

- Exerting up to 10 pounds of force occasionally and/or small amount of force to lift, carry, push, pull or otherwise move objects.
- Climbing; Descending and ascending stairs.
- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction.
- Visual Acuity: With or without corrections. Have close visual acuity to perform any activity such as: preparing and analyzing data and figures; viewing computer monitor and extensive reading; determine the accuracy, neatness and thoroughness of the work assigned or to make general observations.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly and quickly.
- Walking: Moving about to accomplish tasks.

WORK ENVIRONMENT

Work is performed inside an office setting as well as outside in all weather conditions.

HOURS OF WORK

Monday through Friday, 7:30 am to 4:00 pm. Employee is occasionally required to work on weekends to ensure no town codes are being violated outside normal business hours.

Department: Building Department

Unless by promotion, after an offer of employment and prior to commencement of the employment duties, applicant will be subject to completing and passing a physical examination, a drug screening for presence or absence of illegal drugs and a background check.

It is a condition of employment for employee to refrain from reporting to work or working with the presence of illegal drugs or alcohol in his or her body, and, if an injured employee refuses to submit to a test for drugs or alcohol, the employee forfeits eligibility for medical and indemnity benefits.

Code Enforcement Officer is subject to job applicant, reasonable suspicion, work related post accident, and fitness for duty testing.