

**CITY OF GRENADA**

**Annual Salary Range**  
**Code I: \$29,411.20 - \$31,969.60**  
**Code II: \$35,000.00 - \$39,900.12**

**JOB DESCRIPTION**

Code Enforcement Officer II  
Code Enforcement Officer I (Flex)

**GENERAL PURPOSE**

Under direction, performs information on municipal and county adopted codes, performs field inspections and enforces municipal code provisions (such as animal regulations, business license, and operations permits) and land use laws pertaining to public welfare, safety, public nuisance, property maintenance and structure design; explains regulations relating to municipal code provisions including zoning, land use, planning, design review, disabled access and related codes to the public; and performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS**

Code Enforcement Officer I is an entry-level class in the Code Enforcement Division of the City's Planning & Zoning Department. Code Enforcement Officer I is a journey-level, technical classification distinguished from classes in the professional planning series in that Code Enforcement Officer I focuses on field inspection and field and telephonic interaction with citizens, business owners, property owners and the public to ensure compliance with municipal code provisions, zoning codes, and ordinances propagated by planners. Incumbents initially work under general supervision and are expected to become increasingly knowledgeable and carry out assignments with increasing independence. Incumbents may advance to the higher level after gaining experience and demonstrating proficiency that meets the qualifications for the higher-level class.

Code Enforcement Officer II is the second-level class in the professional planning series. Under direction, incumbents perform the full range of assigned duties in the Code Enforcement Division of the Planning & Zoning Department function. This class differs from the lower-level class in the skill level required, the complexity of assigned projects with multiple, complex violations, and the greater amount of time focused on more complex cases, policies, plan review, and disabled access liaison on access issues as opposed to time spent working in the field enforcing transition violations at the City's planning counter. Code Enforcement II is distinguished from Code Enforcement Officer in that the latter is the professional journey-level of the Code Enforcement Division and operates more independently on more sensitive and complex violations.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related or a logical assignment to the class.

Conducts onsite inspections and re-inspections; investigates and determines existence and type of zoning, housing, signage, health, noise, animal, public safety, property maintenance and/or nuisance code violations and recommends corrective actions to bring about compliance; determines time frames for compliance achievement; issues notices of violations and citations.

Answers inquiries from and advises property owners, builders and the public regarding compliance with zoning regulations, property maintenance standards, structure design standards, regulatory practices and current active code enforcement cases; responds to citizen complaints regarding potential code violations; conducts research regarding property ownership, current and past permits and applications, and applicable codes; coordinates code enforcement actions with other City departments and other governmental agencies when necessary.

Consults with and coordinates activities with Planning & Zoning Department management, the City Manager, City Attorney, City department heads and other City staff.

Plans and recommends code enforcement strategies and policies; develops code enforcement procedures and schedules; assists planners in preparing new municipal codes or revising existing ordinances.

Prepares correspondence to educate the public and advise individuals on the status of code enforcement activities.

Develops permit conditions standards, streamline checklists, deposit for inspections.

Maintains accurate, complete records of complaints, inspections, violations and citations; prepares periodic written reports detailing code enforcement activity and results for presentation to the Planning & Zoning Commission and City Council.

Represents the City in court; testifies regarding code violations.

Reviews and processes alcoholic beverage permit applications.

Reviews and processes news rack permit applications.

Receives training and advises City staff, property owners, builders and the public regarding compliance with Title 24 accessibility requirements and associated ADA regulations.

Performs inspections for tree removals, one- versus two-unit dwellings, riprap placement/removal on the beach, and sand sifting during seawall construction.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Knowledge of:**

City, county, state and federal laws and regulations pertaining to land use, zoning, building permits, property maintenance, health public safety, peace, animal regulations, fire, traffic, disabled access and public nuisance; methods, procedures and techniques used in the identification, interpretation and enforcement of a wide variety of code violations; principles and methods of research and investigation related to code enforcement; effective public relations practices; evidentiary requirements for courts of law; applicable state and federal regulations regarding disabled access.

### **Ability to:**

Recognize conditions that constitute code violations in the City of Grenada; use effective interpersonal techniques to interact with citizens and the public when explaining city health, public safety, peace, fire, traffic, zoning/land use codes and permit requirements; analyze potential code violations accurately and adopt effective resolution processes; research and interpret land use, zoning, planning and construction-related codes and investigations; prepare comprehensive reports and deliver oral and written presentations; carry out duties with a minimum of supervision.

### **Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and five years of extensive, pertinent code enforcement experience involving considerable, sensitive public contact in a municipal setting; or an equivalent combination of training and experience.

## **PHYSICAL AND MENTAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands:**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; stand; talk and hear; walk; sit; climb or balance; stoop, kneel, crouch or crawl; and lift or move up to 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

### **Mental Demands:**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret

situations; learn and apply new information or new skills; work under deadlines with constant interruptions; interact with City staff and other organizations; and frequently deal with dissatisfied or quarrelsome individuals.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee regularly works in outside weather conditions. The employee is occasionally exposed to wet or humid conditions, vibration, airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level is occasionally loud.