

JOB DESCRIPTION

SUMMARY

Under general supervision of the Town Manager, enforces the public nuisance, zoning, health and safety, and other codes and ordinances of the Town of Luther. Assists staff with the administration and enforcement of building permits, certificates of occupancy and occupational licenses.

EDUCATION/TRAINING/EXPERIENCE

High school diploma or General Education Degree (GED).

LICENSES/CERTIFICATES/REGISTRATIONS

Valid Oklahoma Class "D" driver's license.

Currently holds basic code enforcement certification by the Oklahoma Code Enforcement Association or similar entity.

LANGUAGE SKILLS

Ability to read and interpret documents such as the Town of Luther Code of Ordinances, the Town of Luther building codes, building and trade codes as adopted by the Town of Luther, and health and safety codes as adopted by the Town of Luther.

Ability to prepare written reports, correspondence and documents.

Ability to express ideas, directions and interpretations clearly, concisely and effectively.

Ability to speak effectively to individuals and groups.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

OTHER SKILLS AND ABILITIES

1. Ability to document code and ordinance violations, and maintain accurate reports, photographs and other materials as necessary for dispositions using civil and criminal processes.
2. Knowledge of federal and state laws and regulations affecting departmental functions.
3. Ability to establish and maintain good relationships with other city departments, elected officials and the general public.

4. Ability to operate personal computer. Knowledge of Microsoft Office software systems. Ability to learn and operate specialized computer software systems related to departmental functions.
5. Self motivated. Willingness to perform duties in a team environment with city employees, citizen groups, affiliated organizations, and other governmental entities.

REASONING ABILITY

1. Ability to evaluate conditions upon public and private properties for compliance with the public nuisance, zoning, health and safety, and other codes and ordinances of the Town of Luther.
2. Ability to initiate, implement and complete corrective measures for violations of the public nuisance, zoning, health and safety, and other codes and ordinances of the Town of Luther upon public or private properties.
3. Ability to communicate effectively with citizens, landlords, attorneys, elected officials and other persons under adverse circumstances.

PHYSICAL 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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to sit; to use hands to finger, handle or feel; and reach with hands and arms. The employee is required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision peripheral vision, depth perception, and ability to adjust focus.

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

While performing the duties of the job, the employee is frequently exposed to outside weather conditions. The employee may come in contact with hazards associated with field investigations of public nuisance, zoning, health and safety, and other codes and ordinances of the Town of Luther.

PRIMARY JOB FUNCTIONS

1. Receive or initiate cases involving violations of the public nuisance, zoning, health and safety, and other codes and ordinances of the Town of Luther. Inspect as necessary affected properties for resolution of violations.
2. Initiate civil and/or criminal procedures as necessary for resolution of violations.

3. Notify responsible persons of violations in specific cases – including verbal and written communications.
4. Provide information to the public on code and ordinance compliance matters.
5. Write letters, notices, reports and orders regarding code compliance and other departmental matters.
6. Perform other inspections and activities as assigned related to departmental function.
7. Assist other employees with general departmental functions.