

## **TOWN OF LUTHER**

**OCCUPATIONAL TITLE:** Part-Time Permanent Code Enforcement Officer

**DEPARTMENT/DIVISION:** Town Hall/General Government

### **GENERAL DEFINITION**

This position involves enforcement work in the inspection of all residential, commercial and industrial properties, and in the review for compliance with Town codes and regulations. The Code Enforcement Officer shall ensure the same are in compliance with the Town's building and zoning codes, ordinances, housing code compliance and enforcement work.

This incumbent inspects residential, commercial, and industrial properties that are in need of cleaning or demolition. Each property is inspected for safety, sanitation, zoning and component compliance.

The incumbent also handles the formal aspects of reviewing building permit applications, enforcing zoning ordinances, inspects structures for safety violations, and coordinates with the Town Building Inspector. The Code Enforcement Officer may also advise citizens on zoning and/or nuisance issues or general appearance questions. The incumbent receives direction and supervision from the Town Manager, but much work is carried out independently. The work is reviewed through written reports and observation of departmental results obtained.

### **ESSENTIAL FUNCTIONS AND DUTIES:**

The items listed below are not intended to be a complete listing of all essential functions and duties of this position.

- Investigate citizen complaints to determine validity regarding health hazards, safety hazards, or other nuisances;
- Patrol streets and alleys to ensure compliance with codes and regulations regarding trash spills, weed control, and health and safety hazards;
- Instruct citizens by phone and letter concerning proper disposal of trash and types of containers to be used;
- Examine courthouse records and all other available records to determine the person responsible for a specific code violation;
- Follow notice procedure outlined in the code to notify citizens in writing of code violations and time frame for abatement;
- Appear in Municipal and District Court as an expert witness to present evidence in code violation cases;
- Do any and all other functions that may be required by the Town Manager or other appropriate supervisors.

### **MINIMUM QUALIFICATIONS:**

- Knowledge equivalent of a high school diploma and such training and/or experience as would provide the applicant with the below referenced knowledge, skills, and abilities;
- Some knowledge and experience in the construction trades;
- Certified by the State of Oklahoma, within one (1) year of employment;
- Ability to read, understand, and interpret ordinances, laws, and other operating procedures, and communicate orally and in writing;
- Knowledge of town geography;
- Ability to exercise good judgment in inspection situations;
- Ability to detect code violations and take appropriate action;
- Ability to deal effectively with public and co-workers, using tact and diplomacy;
- Ability to make decisions that could affect the well being of the public, department, fellow employees, as well as others;
- Ability and willingness to maintain strict confidentiality;
- Must possess a valid Oklahoma Drivers license, and be insurable.

### **WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

- Some exposure to unpleasant citizens; must be able to handle tactfully;
- Some exposure to unpleasant weather and requires continuous attention to safe working and operating procedures to ensure the safety of oneself and fellow citizens;
- Must have the visual acuity to identify problems, detect danger, read fine print, etc;
- Must possess the aural acuity to understand conversation in quiet and noisy environments, and understand radio transmissions;
- Hearing and speech required to communicate effectively and transmit information via the radio, court, and in person;
- Must have the physical ability to climb stairs and ladders to make proper inspections.
- Much of the work is performed outdoors; but employee is subject to sitting, standing, walking, or using a telephone for extended periods of time;
- Must have strength to lift, push, pull, or carry objects weighing 25 pounds or more;
- Must be willing to perform duties during non-standard work hours, if occasionally necessary;
- High degree of concentration required when making inspections to assure absolute accuracy;
- Subject to exposure to offensive smells, dust, dirt, water, vibrations, and loud noise;
- May be exposed to injury from moving equipment, insect bites, poisonous plants, flying objects, slippery surfaces, or hazardous materials.

### **SUPERVISION:**

The Code Enforcement Officer reports to the Town Manager.

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA).

I understand and agree that my employment is at will only and for no term of definite duration. I also understand and agree that either the Town of Luther or I may terminate my employment relationship at any time.

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Employee

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Date

The Town of Luther, Oklahoma, is a Drug Free Equal Opportunity Employer.