

## CODE ENFORCEMENT DEPARTMENT

### A. **JOB TITLE- CODE ENFORCEMENT/SUBSTANDARD HOUSING AND BUILDINGS OFFICER**

### B. **DEFINITION**

The Code/Substandard Officer inspects property, houses, apartment units, mobile homes and other public and private buildings and enforces City codes, Indiana statutes and national building codes. This position reports to and receives supervision from the Director of Code Enforcement. Work load is determined by the number of citizen complaints received and through self-supervised routine patrols.

### C. **EQUIPMENT USED**

- |                              |                                       |
|------------------------------|---------------------------------------|
| 1. Vehicle                   | 6. Copier                             |
| 2. 2-Way Radio               | 7. Municipal Ordinance Manual         |
| 3. Camera                    | 8. Flashlight                         |
| 4. Computer related software | 9. National Property Maintenance Code |
| 5. State Statutes Manual     |                                       |

### D. **JOB LOCATION**

Job time is spent in the Code Office and outside of office at any property, business or home within the City limits for purpose of inspections which would include exterior and interior inspection of the property and/or structures both interior and exterior.

### E. **PHYSICAL REQUIREMENTS**

Must have the ability to stand and walk for long periods of time, enter and exit vehicles often, able to navigate various types of terrain and uneven surfaces, and be alert to dogs, cats and other animals. Must also be able to climb ladders, enter attics and basements and climb steps.

### F. **ENVIRONMENT/WORKING CONDITIONS**

Year-round inspections (indoors and outdoors) required in all types of weather including adverse conditions of rain, snow, sleet and ice. Office duty is conducted in well lit, climate controlled shared office.

### G. **ESSENTIAL FUNCTIONS OF THE JOB**

To inspect and enforce National Building Codes, State Statutes and City Ordinances as they pertain to tall grass and weeds, animal issues, abandoned vehicles, snow removal, trash containment, inspections of substandard houses, apartment units, mobile homes, garage and other public and private buildings. Also to enforce residential building codes in regard to any repairs or alterations and monitor any unfinished projects and to respond to all calls pertaining to a violation of any of the above to include unsanitary or inadequate housing.

### H. **ADDITIONAL EXAMPLES OF WORK PERFORMED**

1. Order towing companies to have vehicles towed
2. Write letters for violations found and prepare a case to be presented to the Hearing Officer
3. Keep records of all letters sent, all vehicles tagged and towed, and all verbal contracts pertaining to a violation
4. Attend various meetings when requested by the Director of Code Enforcement.
5. Ability to explain National, State and City Codes and Ordinances to residents and compile information.

**I. REQUIRED KNOWLEDGE AND ABILITIES**

1. Capable of making quick decisions
2. Knowledge of National, City and State Ordinances and the enforcement of them
3. Ability to handle adverse situations in a polite but firm and professional manner
4. Ability to communicate well with people both verbally and in writing
5. Basic knowledge of electric service and wiring and residential plumbing applications
6. Knowledge of residential structures and accessory buildings
7. Proficiency, accuracy and professionalism in report writing

**J. QUALIFICATIONS**

1. Minimum of high school diploma or equivalent
2. Valid driver's license
3. Computer skills

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Manager

\_\_\_\_\_  
Date