

POSITION DESCRIPTION

Class/Title: **Compliance Enforcement Officer**

Status: **Non-Exempt/ Part/Full**

Department: **Planning and Zoning**

Probation Period: **One Year**

Date: **2017**

GENERAL PURPOSE

Performs a variety of routine and complex work in the interpretation and enforcement of adopted code and related rules and regulations.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Village Administrator.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Periodically patrols or inspects an assigned area to monitor for violations of local codes.

Responds to complaints of potential code violations relating to signing, building occupancy, nuisances, or other conditions, housing conditions, construction, land use, zoning, animals, noise, dumping, clearing, grading, filling, polluting, or other code related matters.

Conducts field investigations of potential violations; gathers evidence; questions or interrogates complainants, witnesses and suspects; compares facts to code requirements; make finding; and issues warnings, correction notices, or citations.

Meets with owners, tenants, contractors, developers, businesses, etc. to review and explain code requirements and violations or potential violations; secures code compliance.

Drafts and distributes a variety of correspondence, memoranda, notices, flyers, brochures, media releases, and reports relating to code enforcement issues and actions.

Provides information to persons who request information or assistance in code enforcement related matters.

Maintains a variety of logs and records related to inspection and enforcement activities; prepares recommendations for amendments and additions to codes or regulations, which relate to the position.

Coordinates efforts with the police, fire, public works, building and related departments, the prosecuting attorney, and other staff or agencies, as needed.

Works with police and prosecutors to obtain written or tape recorder statements, depositions, or admissions, as needed.

Reviews cases being prepared for trial with emphasis on the evidentiary and legal issues crucial to successful prosecution. Prepares detailed reports of activities and investigations made; consults with prosecutors and prepares case report for court action; testifies in court.

Assists in obtaining, enhancing, preparing or presenting exhibits or other evidence in court as required.

PERIPHERAL DUTIES

Serves as member of various employee committees as directed and provides backup to related positions.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A. Graduation from an accredited four year college or university. And/or five years experience in legal assistance, or law enforcement administration.
- B. Two years' experience related to inspection, law enforcement, building inspection, land use, public administration or a related field, or
- C. Any equivalent combination of education and experience with additional education substituting on a year for year basis for the required experience.

Necessary Knowledge, Skills and Abilities:

- A. Knowledge of code enforcement principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to various land use, nuisance and public safety codes; working knowledge of inspection techniques;
- B. Skill in using the listed tools and equipment;
- C. Ability to prepare, organize and maintain inspection field data, reports and systems; Ability to analyze complex situations, problems and data, and use sound judgment drawing conclusions and making decisions; Ability to comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely and legibly, and to testify in court in an objective, concise, and professional manner; Ability to produce or obtain reports, graphs, charts, photographs or the evidence or exhibits; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with citizens, co-workers, supervisors and the general public; Ability to follow verbal and written instructions; Ability to handle stressful situations and effectively deal with difficult or angry people.

SPECIAL REQUIREMENTS

Must possess a valid State Driver's license or have the ability to obtain one prior to employment.

TOOLS AND EQUIPMENT USED

Personal computer, including exceptional working knowledge of Microsoft Office products required.

Working knowledge of data base software; motor vehicle; phone; mobile or portable radio, copy, fax machine, camera and ZonePro knowledge preferred.

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.

Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land uses and other matters. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

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

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability 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 this job, the employee occasionally works in outside weather conditions. The noise level is usually low to moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above 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 position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ **Date:** _____
Administrative

Approval: _____ **Date:** _____
Mayor

Effective Date: _____ Revision History: _____