



CITY OF BENTON

Code Compliance Officer

Job Description

Job Title: Code Compliance Officer	Department: Community Development
Classification: Non-Exempt	Reports to: Code Compliance Supervisor
EEO Category: Full-time	Pay Grade: \$34,320 - \$54,932.80 or \$16.50 – 26.41 per hour

SUMMARY

The Code Compliance Officer serves the City of Benton residents by educating and enforcing laws/ordinances/resolutions pertaining to city codes. Ensures all city codes are uniformly applied by inspecting and investigating violations. Position is deemed essential personnel and safety sensitive.

ESSENTIAL DUTIES

To perform this job successfully, an individual must be able to perform each of the following Essential Duties satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties of the position:

- Answers questions and provides technical information to the public regarding zoning, signs, landscaping subdivision ordinances or other regulations, city code, ordinances, and procedures.
- Receives written and telephone complaints from citizens regarding violations of housing, nuisance, signs, zoning, and other Ordinances.
- Records complaints of code violations including residential structures and surrounding premises, vacant lots, zoning, signs, landscaping, and subdivision violations.
- Completes inspection in response to citizen complaints. Prepares reports to include photographs, listing any code violations found, as well as other pertinent information.
- Issues and notifies citations to property owner and/or agent and testifies in court involving violations of the city housing, nuisance, and other code violations that must be corrected within a time frame established by City Ordinance.
- Re-inspects violations.
- Research deeds, maps, abstracts, and other records to determine ownership of properties.
- Discusses persons refusing to comply with ordinances with supervisor and forwards violations information to the Prosecuting Attorney upon supervisor approval.
- Maintains files for each complaint and /or inspection, including the inspection report, a listing of any violations, citations issued, related correspondence, and notes final disposition.
- Prepares daily, weekly, and monthly reports of enforcement activity.
- Provides technical and administrative assistance in coordination and implementation of special activities, events, disasters, and projects as assigned.

- Notifies supervisor of life-threatening conditions found during an inspection.
- Compiles information for special reports regarding housing, premise, and vacant lot conditions within the City or areas to be annexed.
- Prepares specs for condemnation bid work and submits to Administrative Services Department upon approval of supervisor. Oversees contractors work, approves invoices and supporting documentation before submitted for payment.
- Prepares and mails bills to owners for corrective actions taken by the City.
- Prepares and files liens against property owners that fail to reimburse the City for corrective actions taken by the city.
- Operates a City vehicle to patrol the City; maintains a vehicle in a clean and sanitary manner.
- Performs other duties as necessary or assigned.

This job description and the enumerated Essential Duties are intended to provide general guidelines for job expectations and the employees' ability to perform the position described. This is not intended to be an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned or assumed by the incumbent as necessary to fulfill the requirements of the position.

ENVIRONMENT & PHYSICAL ACTIVITY

The noise level in the work environment is usually moderate to loud. The employee frequently works outside in adverse weather conditions, and in an office environment. The position requires regularly driving a motorized vehicle.

The position involves writing, keyboarding, speaking, listening, lifting, carrying, seeing (such as close, color and peripheral vision, depth perception and adjusted focus), sitting, pulling, walking, standing, squatting, kneeling, and reaching.

The incumbent for this position may operate any or all the following: telephone, copy machine, scanner and image systems, computer terminal, personal computer, printers, or other equipment as directed.

While performing the functions of this job, the employee is continuously required to talk or hear; frequently required to walk, sit, reach with hands and arms; and frequently required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, and color vision.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. 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.

MENTAL DEMANDS

The incumbent in this position must remain current and informed on related regulatory updates, City ordinances/resolutions/policies and applicable Federal, States, Municipal statutes, rules, and regulations. He/she must be able to read and understand documents, instruments, and highly technical reports; perform detailed work; and problem solving. Incumbents must also display proficiency in analytical reasoning, math, language, presentation skills, and verbal and written communication with internal and external customers. He/she must educate citizens and the public regarding City ordinances/resolutions/policies and the consequences of not adhering to them. Incumbent must be able to effectively manage deadlines, multiple concurrent tasks, and constant interruptions. He/she shall conduct departmental services/operations in a professional, effective and efficient manner. Incumbent shall schedule work activities during employee's absences (due to sick/vacation time) and distribute workflow appropriately. Incumbent must be able to work in a constant state of alertness and concentrate for long periods of time and foster a quality work environment by building employee trust and confidence.

SAFETY SENSITIVE

This position is designated as a safety sensitive position because it requires the regular handling of highly sensitive and confidential City and customer information and operating a motor vehicle on a routine basis. Performing this job in a discreet and professional manner always requires alertness. Any lapse of attention could have a significant financial impact on the City and its customers, or on others while operating a motor vehicle.

MINIMUM REQUIREMENT & COMPETENCIES

Basic experience, knowledge and training in housing and nuisance codes typically resulting from a combination of education or years of experience or the equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities to satisfactorily perform the essential functions of the positions.

Basic Qualifications:

- High school diploma, or equivalent
- Must possess a valid Arkansas Driver's License
- Twelve (12) to eighteen (18) months of related experience.
- Basic proficiency in Microsoft 365

Knowledge

- Knowledge of housing and nuisance codes, enforcement procedures.
- Knowledge of regulatory requirements, City ordinances, applicable state and local laws regarding housing and premise regulations.
- Knowledge of the housing and premise code inspection practices and procedures.
- Knowledge of approved building materials and installation practices.
- Knowledge of procedures and policies for issuing citations and warrants.

Skills

- Skill in operation of City vehicle to perform essential functions.
- Energetic personality with strong interpersonal communication.
- High attention to detail and accuracy.
- Strong sense of ownership and initiative, collaborative and flexible attitude.
- Strong customer focus and relationship building skills.
- Strong problem solving and communication skills.
- Excellent organizational skills.

Abilities

- Ability to communicate in a positive, friendly manner to employees, supervisor, coworkers, clients, etc. at all times.
- Ability to develop and accurately maintain departmental records as mandated or necessary.
- Ability to read, interpret, and comprehend laws, codes, and ordinances.
- Ability to read, interpret, and comprehend federal housing rehabilitation rules and regulations.
- Ability to identify code violations during the inspection of existing residential structures and vacant lots.
- Ability to locate, read, and interpret legal descriptions, maps, and ownership records.

ACKNOWLEDGEMENT

Management reserves the right to change this job description at any time according to business needs. This document does not represent a contract of employment and is not meant to alter the at-will status of an employee’s employment in any way. The City of Benton reserves the right to change this job description and/or assign tasks for the employee to perform, at any time, with or without notice, as it may deem appropriate.

Employee Name: _____

Employee Signature: _____

Date: _____