

City of Sullivan Job Description

Code Enforcement Officer

General Purpose of Position

Performs inspections of residential and commercial properties and ensures adherence to applicable codes and ordinances.

Major Duties and Responsibilities

Performs inspections pertaining to public health and sanitation

- Assists Public Health Department with inspections
- Assists Police Department with inspections
- Responds to citizen complaints about health concerns

Inspects properties for nuisances

- Investigates complaints of possible nuisances as defined in City ordinances
- Investigates complaints of weed and other property violations
- Prepares proper documents for violations and non-compliance

Inspects properties for occupancy permits (if applicable)

- Performs on-site inspections of possible nuisances as defined in City ordinances
- Prepares proper documents for violations and non-compliance
- Maintains written records of inspections, which include: code violations cited, date, action taken, and, if necessary, follow-up action taken
- Issues occupancy permits

Performs other departmental duties

- Continues professional development through conferences, seminars, workshops, and other training in order to keep up to date on code and certification requirements
- Uses various computer programs for issuing permits, writing correspondence, and tracking correction notices
- Assists with constituent complaints, questions and requests

Performs other duties as directed

Job Context

Status	Full-time
FLSA status	Non-exempt
Department	Building
Immediate Supervisor(s)	Code Administrator
Frequency of supervision	Daily
Number of supervised employees	0
Number of employees overseen or directed	0
Type of work schedule	Regular hours, year around
Frequency of overtime	Occasional
Frequency of night work	Occasional
Shift position	Not applicable
On call status	Monthly
Percentage of work indoors	50%
Percentage of work outdoors	50%, in all types of weather conditions
Types of accountabilities	Safety, Legal
Exposure to chemicals/hazardous materials	Frequently
Applicable chemicals/hazardous materials*	Chemicals, raw sewage, treated lumber, electrical current, fiberglass
Average stress level of this position	Average
Physical work associated with this position**	Walking for long distances, climbing, bending and stretching, crouching, squatting, and reaching overhead

* Exposure to chemicals/hazardous materials may not be limited to this list.

** These are the most common types of physical work associated with this position; however, this list is not considered exhaustive.

Licenses and Certifications

The person in this position is required to have a valid driver's license. The person in this position must obtain and hold ICC certifications in Property Maintenance within 6 months of initial date of hire.

Education and Experience

The person in this position is required to have a high school diploma or its equivalent; some college is preferred.

Knowledge, Skills, and Abilities

Knowledge

- Codes and ordinances
- Construction standards relating to life safety requirements
- Computer operations and applications, including word processing and spreadsheets
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government

Skills and Abilities

- Understand, interpret, and enforce applicable codes and ordinances accurately, fairly, firmly and tactfully
- Maintain confidentiality
- Pay attention to detail
- Work effectively and courteously with associates, development community, and the general public
- Prioritize daily work flow
- Work as a team member with other employees
- Communicate effectively with other city employees, both oral and written
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow Departmental and City policies and procedures