

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 building inspections

- Performs on-site inspections of new and existing structures for compliance with adopted codes and ordinances, structural quality, and safety
- Responds to complaints of dangerous buildings by inspecting and reporting dangerous conditions, evaluating the complaint and taking appropriate action based upon adopted codes, city ordinances, and state laws
- Responds to property maintenance complaints by researching and inspecting the nature of the complaint, evaluating the complaint and taking appropriate action based upon adopted codes, city ordinances, and state laws
- Maintains written records of inspections, which include: code violations cited, date, action taken, and, if necessary, follow-up action taken
- Posts appropriate notices on inspection work, approved or not approved

Performs electrical inspections

- Performs on-site inspections of existing structures enforcing all phases of the electrical code
- Issues notices and citations for electrical violations and reports violations to the installer or contractor for correction

Performs plumbing inspections

- Performs on-site inspections of existing structures, enforcing all applicable plumbing and mechanical codes
- Issues notices and citations for plumbing and mechanical violations
- Investigates complaints on plumbing and mechanical installations and reports violations to the installer or contractor for correction

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	30%
Percentage of work outdoors	70%, 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 Residential Building, Residential Electric, Residential Plumbing, Residential Mechanical, and Property Maintenance within 18 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

- ICC, other codes and ordinances
- Construction standards relating to structural, mechanical, electrical, and 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
- Visually identify violations relating to building, mechanical, plumbing, and electrical building codes
- 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